

SECTION 31 – VILLAGE DISTRICTS¹

Editor's Note: Current through Ordinance 2017-1125

31.1 PURPOSE.

31.1.1 **General Purpose of Village Districts.** The regulations of this section are intended to implement the Belmont Village Specific Plan and to realize Belmont Village's potential as the city's center of civic life with a unique sense of place. More specifically, the purposes of these regulations are three-fold:

- (a) To create an attractive, vibrant, mixed use town center for Belmont, offering shopping, restaurants, entertainment, employment, and residential uses in a compact, pedestrian oriented setting;
- (b) To enhance pedestrian and bicycle connections so that residents, visitors, and workers can safely and conveniently walk, bike, and take transit to, from, and within Belmont Village; and
- (c) To support design of building frontages, streetscapes, and public spaces that will create a lively and attractive public realm with a distinctive identity, consistent with the General Plan and the purposes of the Zoning Ordinance.

31.1.2 **Scope and Relation to Other Sections of the Zoning Ordinance.**

- (a) This section establishes use regulations and development standards that apply to all development and proposals for new uses and alterations and additions to existing uses within the Belmont Village Specific Plan area.
- (b) Other Sections of the Zoning Ordinance apply within Village area that are not specifically modified or superseded by these regulations, and, in the case of a conflict, the more restrictive provisions apply.
- (c) Notwithstanding the manner in which these regulations apply to proposals for new uses and revisions to existing uses, these Village regulations are not intended to designate any existing use as a prohibited use. Rather, nonconformities within the Village area, including nonconforming uses, buildings, signs, and site features, are regulated in the same manner as they are citywide under the Zoning Ordinance.

31.1.3 **Applicability.** The section applies to the area generally bounded by Wessex Way, Hiller Street and the City limits on the east, and Sixth Avenue from Broadway to Hill Street and Middle Road on the west, which is the area included in the Village Zoning Districts. The Zoning Map shows the Village zoning designations of all parcels.

31.1.4 **Definitions.** As used in this section:

Abutting means sharing a common boundary with the adjacent parcel and contiguous to it. Lots that are across the street or only have a common corner are not abutting.

¹ Added by Ord. 2017-1125, §2, 11/28/2017

Lighting, Full Cutoff means a full cutoff light fixture meets the adopted criteria of the Illuminating Society of North America and does not allow any light to emit above an angle of 90 degrees, and above a vertical angle of 80 degrees the luminous intensity cannot exceed 10 percent of the light of the lamp or lamps in the luminaire.

Streetwall means the building wall that faces the front of a lot. Measurement of the streetwall is determined from finished grade on the street-side of the wall to the top of the wall, including a parapet, but not including any pitched roof.

31.1.5 Permit Procedures, and Variances.

- (a) The procedures for obtaining permits and other approvals are contained in Sections 10 and 11, the procedures for design review are in Section 13, the procedures for variances are in Section 14, and the procedures for appeals are in Section 15; all of these procedures apply to all development subject to this section.
- (b) Variances from the residential density, floor area ratios, and height limits established in this section may not be granted, because these limits are prescribed in the Belmont Village Specific Plan; any proposed deviation from a prescribed residential density, floor area ratio, or height limit requires a Specific Plan Amendment unless the Specific Plan specifically provides for such deviations (e.g. increased floor area for community benefits or increased density for affordable housing).
- (c) The provisions of this Section supersede the sections establishing permitted uses and conditional uses, and the building height, intensity and density regulations for the prior zoning for the Village area. This Section supersedes in part (as noted above) and supplements other sections of the Zoning Ordinance, but does not repeal any sections of the Zoning Ordinance not explicitly modified by this Section, and all of these other sections remain in effect.

31.1.6 Consistency with the Specific Plan; Director's Decisions and Appeals

- (a) These Village Zoning District Regulations are intended to be consistent with the Belmont Village Specific Plan and ensure that all new development and alterations and additions to existing uses that are subject to discretionary review are consistent with this Specific Plan. Should any provisions of this section be determined inconsistent with the Specific Plan, the Specific Plan prevails.
- (b) The Community Development Director is authorized to determine the extent of any such inconsistency and issue a decision to resolve the matter.
- (c) The Director's decisions under this Section may be appealed to the Planning Commission (the Commission) and City Council under the procedures in Section 15 except as provided in this paragraph. The Planning Commission may either affirm the underlying determination or forward the appeal to the City Council with a recommendation to affirm or modify the Director's decision.

31.2 USE CLASSIFICATIONS

31.2.1 Residential Use Classifications

Two Unit Dwelling (Duplex) means a single building that contains two dwelling units or two single unit dwellings on a single parcel.

Multiple-Unit Dwelling means three or more dwelling units within a single building or within two or more buildings on a site or parcel. Types of multiple-unit dwellings include garden apartments, townhouses, and multi-story apartment buildings. This classification includes transitional housing in a multiple-unit format and Single-Room Occupancy (SRO) housing units that may have kitchen or bathroom facilities and are guest rooms or efficiency apartments as defined by the California Health and Safety Code. The classification is distinguished from Group Residential.

Group Residential means shared living quarters without separate kitchen or bathroom facilities for each room or unit, offered for rent for permanent or semi-transient residents on a weekly or longer basis. This classification includes rooming and boarding houses, dormitories, fraternities, convents, monasteries, and other types of organizational housing, and private residential clubs, but excludes extended stay hotels intended for long-term occupancy (see Hotel and Motel) and Residential Facilities.

Elderly and Long-Term Care means establishments that provide 24-hour medical, convalescent or chronic care to individuals who, by reason of advanced age, chronic illness or infirmity, are unable to care for themselves, and is licensed as a skilled nursing facility by the State of California, including but not limited to, rest homes, nursing homes, and convalescent hospitals, but not Residential Facilities, Hospitals, or Clinics.

Family Day Care Home means a day-care home means a home that regularly provides care, protection, and supervision for 14 or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large family day care home or a small family day care home.

Small Family means a home that provides care for up to six children or eight children including children who reside at the home and are under the age of 10.

Large Family means a home that provides care for seven to 14 children, including children who reside at the home and are under the age of 10.

Residential Facility means facilities that provide permanent living accommodations and 24-hour primarily non-medical care and supervision for persons in need of personal services, supervision, protection, or assistance for sustaining the activities of daily living. Living accommodations are shared living quarters with or without separate kitchen or bathroom facilities for each room or unit. This classification includes facilities that are operated for profit as well as those operated by public or not-for-profit institutions, including group homes for minors, persons with disabilities, people in recovery from alcohol or drug additions, and hospice facilities.

Senior Citizen Housing means housing developed, substantially rehabilitated, or substantially renovated for senior citizens who are at least 55 years or older that has at least 35 dwelling units. Any senior citizen housing development that is required to obtain a public report under California Business and Professions Code Section 11010 must be issued a public report as a senior citizen housing development under Business and Professions Code Section 11010.05. No housing development constructed before January 1, 1985 can qualify as a

senior citizen housing development if it was not originally developed or put to use for occupancy by senior citizens.

Transitional Housing means dwelling units configured as rental housing but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient when vacated. Transitional housing may be designated for homeless or recently homeless individuals or families transitioning to permanent housing). Facilities may be linked to onsite or offsite supportive services designed to help residents gain skills needed to live independently. Transitional housing may be provided in a variety of rental housing types (e.g., multiple-unit dwelling, single-room occupancy, group residential, single unit dwelling). This classification includes domestic violence shelters.

31.2.2 **Retail, Commercial and Office Use Classifications**

Animal Sales and Services means sales and service activities related to the care and treatment of domestic animals.

- (1) ***Animal Clinic/Grooming*** means establishments where domestic animals receive medical and surgical treatment or grooming and trimming services. This classification includes only facilities that are enclosed, soundproofed, and air-conditioned. This classification also includes boarding of domestic animals for a maximum period of 48 hours.
- (2) ***Animal Hospitals*** means medical and health services for animals, includes boarding of domestic animals for a maximum period of 48 hours. This use type excludes kennels.
- (3) ***Animal Retail Sales (Pet Shops)*** means retail sales and boarding of domestic animals, provided such activities take place within an entirely enclosed building. This classification includes grooming if incidental to the retail use.

Banks and Retail Financial Institutions means financial institution, including credit union offices, that provides retail banking services to individuals and businesses. This classification includes only those institutions engaged in the on-site circulation of cash money and excludes non-traditional financial institutions (check cashing services, pay day lenders (also known as deferred deposit originators), pawnbrokers, cash for gold dealers, and similar activities.

Business Services means establishments primarily engaged in the provisions of services of a clerical, employment, protective or minor processing nature to firms, rather than individuals, and where the storage of goods other than samples is prohibited. Typical uses include secretarial services, quick-printing services, and blueprint services.

Commercial Entertainment and Recreation means uses that provide participant or spectator entertainment to the general public. This classification may include restaurants, snack bars, and other incidental food and beverage services to patrons.

- (1) ***Cinema*** means facilities for indoor display of films and motion pictures.
- (2) ***Theater*** means facilities designed and used for entertainment, including plays, comedy, and music, which typically contain a stage upon which movable scenery and theatrical appliances or musical instruments and equipment are used. See also Cultural Facility where facilities may be multi-purpose.

- (3) *Small-scale Facility* includes small, generally indoor facilities that occupy less than 5,000 square feet of building area, such as billiard parlors, card rooms, game arcades, health clubs, yoga studios, dance halls, small tennis club facilities, and amusement arcades.
- (4) *Large-scale Facility* includes ice rinks, squash courts, indoor tennis, handball, racquetball, indoor or outdoor pools, gymnasiums, and other indoor sports activities and similar facilities where instruction is only incidental.

Eating and Drinking Establishments. Businesses primarily engaged in serving prepared food or beverages for consumption on or off the premises.

- (1) *Bars/Night Clubs/Lounges* means businesses serving beverages for consumption on the premises as a primary use and including on-sale service of alcohol including beer, wine, and distilled spirits. This use includes karaoke bars and micro-breweries where alcoholic beverages are sold and consumed on site and any food service is subordinate to the sale of alcoholic beverages.
- (2) *Restaurant, Full Service.* Restaurants providing food and beverage services to patrons who order and are served while seated and pay after eating. Take-out service may also be provided.
- (3) *Restaurant, Limited Service.* Establishments where food and beverages are consumed on the premises, taken out, or delivered, but where limited table service is provided. This classification includes cafes, cafeterias, coffee shops, delicatessens, fast-food restaurants, sandwich shops, limited-service pizza parlors, self-service restaurants, and snack bars with indoor or outdoor seating for customers. This classification includes bakeries that have tables for on-site consumption of products.

Finance, Insurance and Real Estate Services means establishments primarily engaged in the provision of financial, insurance, real estate or securities brokerage services. Typical uses include brokerage, insurance agencies or real estate firms, but exclude non-traditional financial institutions, (check cashing services, pay day lenders (also known as deferred deposit originators), pawnbrokers, cash for gold dealers, and similar activities.

Food and Beverage Sales means retail sales of food and beverages for off-site preparation and consumption. Typical uses include food markets, groceries, and liquor stores.

- (1) *General Market or Convenience Market* mean retail food markets of food and grocery items primarily for offsite preparation and consumption. Typical uses include supermarkets and specialty food stores such as retail bakeries; candy, nuts and confectionary stores; meat or produce markets; vitamin and health food stores; mini-marts; cheese stores; and delicatessens. This classification may include small-scale specialty food production with retail sales.
- (2) *Alcoholic Beverage Sale* mean establishments primarily engaged in selling packaged alcoholic beverages for off-site consumption.
- (3) *Food Preparation and Catering* means a business that prepares food for consumption on the premises of a client or at any other location separate from where the food was prepared.

Instructional Services means services for the purpose of personal enrichment. Typical uses include classes or instruction in music, health, athletics, art, or academics. Instructional Services includes rehearsal studios as an accessory use.

Live-Work means a unit that combines a work space and incidental residential occupancy occupied and used by a single household in a structure that has been constructed for such use or converted from commercial or industrial use and structurally modified to accommodate residential occupancy and work activity in compliance with the Building Code. The working space is reserved for and regularly used by one or more occupants of the unit.

Maintenance and Repair Service means establishments engaged in the maintenance or repair of office machines, household appliances, furniture, and similar items. This classification excludes maintenance and repair of motor vehicles (see Vehicle Sales and Services).

Media Production means facilities for motion picture, television, video, sound, computer, and other communications media production.

Offices means offices for firms, organizations, or public agencies providing professional, executive, management, administrative or design services, such as accounting, architectural, computer software design, engineering, graphic design, interior design, investment, insurance, and legal offices, excluding banks and savings and loan associations with retail banking services (see Banks and Financial Institutions). This classification also includes offices where medical and dental services are provided by physicians, dentists, chiropractors, acupuncturists, optometrists, and similar medical professionals, including medical/dental laboratories within medical office buildings, but excludes clinics or independent research laboratory facilities (see Research and Development) and hospitals.

- (1) ***Medical and Laboratories*** means offices providing consultation, diagnosis, therapeutic, preventive, or corrective personal-treatment services by doctors and dentists; medical and dental laboratories that see patients; and similar practitioners of medical and healing arts for humans licensed for such practice by the State of California. Incidental medical or dental research within the office is considered part of the office use.
- (2) ***Walk-In Clientele*** means offices providing direct services to patrons or clients without prior appointments. This use classification includes employment agencies, insurance agent offices, real estate offices, travel agencies, utility company offices, and offices for elected officials. It does not include banks or check-cashing facilities, which are separately classified and regulated (see Banks and Financial Institutions).

Parking Facilities, Commercial means surface lots and structures offering parking to the public for a fee when such use is not incidental to another activity. These facilities may be publicly or privately-owned.

Personal Services.

- (1) ***General Personal Services.*** Provision of recurrently needed services of a personal nature that do not pose land use compatibility issues warranting public review. This classification includes bike repair shops, seamstresses, tailors, shoe repair shops, self-service laundries, photocopying and photo finishing services, and travel agencies mainly intended for the consumer. It does not include gyms, fitness centers, exercise clubs, and

studios offering performing arts, martial arts, physical exercise, or yoga training and similar types of instruction.

- (2) *Personal Services Limited* means personal services that may cause land use conflicts because of hours of operation, drop-off or pickup requirements, or potential adverse impacts on neighboring uses or enhancement of the local retail market. This classification includes barber shops and beauty salons, dry cleaning agents (excluding large-scale bulk cleaning plants), massage establishments, nail salons, smokeshops, or tobacco sales.
- (3) *State-certified Massage Therapy* means massage therapists certified by the State and operating on their own or in conjunction with and on the same premises as a physician, surgeon, chiropractor, osteopath, nurse or any physical therapist (who are duly State-licensed to practice their respective professions in the State of California).
- (4) *Health/Fitness Facility* means a fitness center, gym, exercise club, health and athletic club, or studio offering martial arts, physical exercise, yoga training and similar types of instruction to classes and groups of more than five persons. The facility may include exercise machines, weight training equipment, group exercise rooms, sauna, spa or hot tub facilities (see also Commercial Recreation and Entertainment, Large-scale Facility).

Retail Sales.

- (1) *Building Materials and Services* means retail sales or rental of building supplies or equipment. This classification includes lumberyards, tool and equipment sales or rental establishments, and includes establishments devoted principally to taxable retail sales to individuals for their own use. This definition does not include Construction and Material Yards, hardware stores less than 10,000 square feet or establishments engaged in the business of selling, leasing, or otherwise transferring any firearm or ammunitions.
- (2) *General Retail Sales, Small-Scale* means the retail sale or rental of merchandise not specifically listed under another use classification. This classification includes retail establishments with 10,000 square feet or less of sales area; including clothing stores, furniture stores, pet supply stores, small hardware and garden supply/nurseries stores, and businesses retailing goods including, but not limited to, the following: toys, hobby materials, handcrafted items, jewelry, cameras, photographic supplies and services (including portraiture and retail photo processing), medical supplies and equipment, pharmacies, electronic equipment, sporting goods, kitchen utensils, hardware, appliances, antiques, art galleries, art supplies and services, paint and wallpaper, carpeting and floor covering, office supplies, bicycles, video rental, and new automotive parts and accessories (excluding vehicle service and installation). Retail sales may be combined with other services such as office machine, computer, electronics, and similar small-item repairs.
- (3) *General Retail Sales, Large-Scale* means retail establishments with over 10,000 square feet of sales area that sell merchandise and bulk goods for individual consumption, including membership warehouse clubs, where sales of grocery items do not occupy more than 25 percent of the floor area.

Transient Lodging refers to establishments primarily engaged in the provision of lodging services with incidental food, drink and other sales and services intended for the convenience of guests. Lodging services involve the provision of room with or without meals. Typical

uses include hotels and motels.

- (1) *Bed and Breakfast* means a residential structure that is in residential use by the property owner or manager and within which up to four bedrooms are rented for overnight lodging and where meals may be provided.
- (2) *Hotel and Motel* means an establishment providing temporary lodging to transient patrons. These establishments may provide additional services, such as conference and meeting rooms, restaurants, bars, or recreation facilities available to guests or to the general public. This use classification includes motor lodges, motels, apartment hotels, extended stay hotels, hostels and tourist courts, but does not include rooming houses, boarding houses, or private residential clubs, single-room occupancy housing, or bed and breakfast establishments within a single-unit residence.

Vehicle Sales and Services means retail or wholesale businesses that sell, rent, or repair automobiles, boats, recreational vehicles, trucks, vans, trailers, and motorcycles, including the following:

- (1) *Alternative Fuels and Recharging Facility* means a facility offering motor vehicle fuels not customarily offered by commercial refueling stations (e.g., LPG) as well as equipment to recharge electric-powered vehicles.
- (2) *Automobile Rental* includes car rental agencies.
- (3) *Service Station* means establishments primarily engaged in retailing automotive fuels or retailing these fuels in combination with ancillary activities, such as: providing minor vehicle repair services; conducting state inspections (e.g. “smog checks”); selling automotive oils, replacement parts, and accessories; and providing incidental food and retail services.
- (4) *Vehicle Sales and Leasing* means sale or lease, retail or wholesale, of new or used automobiles, light trucks, motorcycles, motor homes, and trailers, together with associated minor repair services and parts sales for vehicles sold or leased by the dealership. This classification includes on-site facilities for maintaining an inventory of vehicles for sale or lease but excludes buildings and property on a separate site that are used for storing vehicles.
 - (A) *New*. Sales and leasing of new cars, recreational vehicles, and trucks by new car dealers, including sales of previously-owned automobiles and trucks, and sales of parts and accessories, storage, and incidental maintenance and repair.
 - (B) *Used*. Sales and leasing of previously owned automobiles, recreational vehicles and trucks by car dealers not affiliated with a new car manufacturer.
- (5) *Vehicle Repair, Major*. Repair of automobiles, trucks, motorcycles, motor homes, boats and recreational vehicles, including the incidental sale, installation, and servicing of related equipment and parts. This classification includes auto repair shops, body and fender shops, transmission shops, wheel and brake shops, auto glass services, vehicle painting, tire sales and installation, and installation of car alarms, sound,

telecommunications, and navigation systems, but excludes vehicle dismantling or salvaging and tire retreading or recapping.

- (6) *Vehicle Service and Repair, Minor.* The service and repair of automobiles, light-duty trucks, boats, and motorcycles, including the incidental sale, installation, and servicing of related equipment and parts. This classification includes the replacement of small automotive parts and liquids as an accessory use to a gasoline sales station or automotive accessories and supply store, as well as smog check quick-service oil, tune-up and brake and muffler shops where repairs are made or service provided in enclosed bays and no vehicles are stored overnight.
- (7) *Vehicle Washing.* Washing, waxing, or cleaning of automobiles or similar light vehicles, including self-serve washing facilities that are the principal use of a building, structure, or site.

31.2.3 Institutional and Community Facilities Use Classifications

Community Assembly. A facility for public or private meetings including community centers, banquet centers, religious assembly facilities, civic auditoriums, union halls, meeting halls for clubs and other membership organizations. This classification includes functionally related facilities for the use of members and attendees such as kitchens, multi-purpose rooms, and storage. It does not include gymnasiums or other sports facilities, convention centers, or facilities, such as day care centers and schools that are separately classified and regulated.

Cultural Facility. Facilities engaged in activities to serve and promote aesthetic and educational interest in the community that are open to the public on a regular basis. This classification includes: multi-purpose performing arts centers for theater, music, dance, and events; spaces for display or preservation of objects of interest in the arts or sciences; libraries; museums; historical sites; aquariums; art galleries; and zoos and botanical gardens. It does not include schools or institutions of higher education providing curricula of a general nature.

Day Care Center. Establishments providing non-medical care for persons on a less-than-24-hour basis other than Family Day Care Homes (Small and Large). This classification includes commercial and nonprofit nursery schools, preschools, day care facilities for children or adults, and any other day care facility licensed by the State of California.

Emergency Shelter. A temporary, short-term residence providing housing with minimal supportive services for homeless families or individual persons where occupancy is limited to six months or less, as defined in Section 50801 of the California Health and Safety Code. Medical assistance, counseling, and meals may be provided.

Government Buildings. Administrative, clerical, or public contact offices of a government agency, including postal facilities and courts, together with incidental storage and maintenance of vehicles. This classification excludes corporation yards, equipment service centers, and similar facilities that primarily provide maintenance and repair services and storage facilities for vehicles and equipment (see Utilities, Major).

Park and Recreation Facility. Parks, playgrounds, recreation facilities, trails, wildlife preserves, and related open spaces, which are open to the general public. This classification also includes playing fields, courts, gymnasiums, swimming pools, picnic facilities, tennis

courts, and golf courses, botanical gardens, as well as related food concessions or community centers within the facilities and restrooms within a primary structure or in an accessory structure on the same site.

Public Safety Facility. Facilities providing public-safety and emergency services, including police and fire protection and emergency medical services, with incidental storage, training and maintenance facilities.

Social Service Center. Facilities providing a variety of supportive services for disabled and homeless individuals and other targeted groups on a less-than-24-hour basis. Examples of services provided are counseling, meal programs, personal storage lockers, showers, instructional programs, television rooms, and meeting spaces. This classification is distinguished from licensed day care centers (See Day Care Center) and emergency shelters providing 24-hour or overnight care (See Emergency Shelter).

31.2.4 Industrial Land Use Classifications

Artisan/Small-Scale Manufacturing. The artisan/small-scale manufacturing use type refers to establishments primarily engaged in on-site production of goods by hand manufacturing or artistic endeavor, which involves only the use of hands tools or domestic mechanical equipment not exceeding two (2) horsepower or kilns not exceeding eight (8) kilowatts, and the incidental direct sale to consumers of only those goods produced on site. Typical uses include ceramic studios, candle making shops, and custom jewelry manufacturers.

Artist's Studio. Work space for an artist or artisan, including individuals practicing one of the fine arts or performing arts, or an applied art or craft. This use may include incidental display and retail sales of items produced on the premises and instructional space for small groups of students. It does not include joint living and working units (See Live-Work).

- (1) **Studio-Light.** Small-scale art production that is generally of a low impact. Typical uses include painting, photography, jewelry, glass, textile, and pottery studios.
- (2) **Studio-Heavy.** Art production on a medium or large scale generally using heavy equipment. Typical uses include large-scale metal and woodworking studios.

Industrial Limited. Establishments engaged in light industrial activities taking place primarily within enclosed buildings and producing minimal impacts on nearby properties. This classification includes the manufacturing of finished parts or products primarily from previously prepared materials; commercial laundries and dry cleaning plants; monument works; printing, engraving, and publishing; sign painting shops; machine and electrical shops; computer and electronic product manufacturing; furniture and related product manufacturing; and industrial services. It also includes the preparation, manufacturing, and/or packaging of food for off-site consumption. Typical food manufacturing uses include canners, roasters, breweries, wholesale bakeries, and frozen food manufacturers.

Recycling Collection Facilities. A drop-off/collection and sorting point for recyclable materials such as paper, metal, plastic, and glass. This use classification includes donation bins.

Research and Development Laboratory. The research and development laboratory use type refers to establishments with laboratory facilities as distinct for offices, that are primarily

engaged in the research, development, and controlled production of high-technology electronic, industrial or scientific products or commodities for sale, but excludes uses which in the opinion of the Planning Commission, may be objectionable by reason of production of offensive odor, dust, noise, bright lights, vibration or the storage of hazardous material or products, or uses which in the opinion of the commission threaten public safety. Typical uses include biotechnology firms and robotics laboratories.

31.2.5 **Transportation, Communications and Utilities Use Classifications**

Communications Facilities. Broadcasting and other information relay services.

- (1) ***Antennas and Transmission Towers.*** Broadcasting and other communication services accomplished through electronic or telephonic mechanisms, as well as structures designed to support reception or transmission systems. Typical uses include wireless telecommunication towers and facilities, radio towers, television towers, telephone exchange/microwave relay towers, and cellular telephone transmission/personal communications systems towers.
- (2) ***Equipment within Buildings.*** Indoor facilities containing primarily communication equipment and storage devices such as computer servers.

Transportation Passenger Terminals. Facilities for passenger transportation operations. This classification includes rail transit stations

Utilities, Minor. Facilities necessary to support established uses involving only minor structures, such as electrical distribution lines, and underground water and sewer lines.

31.3 **LAND USE REGULATIONS**

31.3.1 **Land Use Table.**

- (a) ***Allowed Uses.*** Table 31-1 prescribes the land use regulations for the Village districts. The regulations for each district are established by letter designations, which are defined in the “Key” at the end of the table. These designations apply strictly to the permissibility of land uses; applications for buildings or structures may require discretionary review, including design review. In cases where a specific land use or activity is not defined, the Director shall assign the land use or activity to a classification that is substantially similar in character. The Director’s decision is appealable to the Planning Commission as provided in section 31.1.6(c). Use classifications not listed in the table are prohibited. The “Additional Regulations” column notes additional regulations in the Zoning Ordinance that apply to particular land uses.
- (b) ***Airport Land Use Compatibility.*** Allowable uses shown in Table 31-1 may be restricted on particular parcels located in San Carlos Airport Safety Zones 4 or 6 under Section 9.5.6.

TABLE 31-1: VILLAGE DISTRICT USE REGULATIONS

<i>Village District Use Table</i>	<i>VC (AUFO)</i>	<i>VSC (AUFO)</i>	<i>VCMU</i>	<i>VHDR</i>	<i>PF</i>	<i>PP</i>	<i>Additional Regulations</i>
RESIDENTIAL USE CLASSIFICATIONS							

TABLE 31-1: VILLAGE DISTRICT USE REGULATIONS

<i>Village District Use Table</i>	<i>VC (AUFO)</i>	<i>VSC (AUFO)</i>	<i>VCMU</i>	<i>VHDR</i>	<i>PF</i>	<i>PP</i>	<i>Additional Regulations</i>
Family Day Care Home							
<i>Small Family</i>	X	X	X	P	X	X	
<i>Large Family</i>	X	X	X	P	X	X	
Elderly and Long Term Care	X	X	Pu, Cg	P	X	X	
Group Residential	Pu	Pu	Pu, Cg	P	X	X	
Multiple-Unit Dwelling	Pu, Cg (X)	P (Cg)	Pu, Cg	P	X	X	Multifamily entrance lobbies may be located on the ground floor in the AUFO.
Residential Facility	X	X	Pu, Cg	P	X	X	
Senior Citizen Housing	X	X	Pu, Cg	P	X	X	
Transitional Housing	X	X	Pu, Cg	p	X	X	
Two Unit Dwelling (duplex)	X	X	X	C	X	X	Section 13A
COMMERCIAL USE CLASSIFICATIONS							
Animal Sales and Services							
<i>Animal Clinic/Grooming</i>	X	C	C	X	X	X	
<i>Animal Hospitals</i>	X	X	C	X	X	X	
<i>Retail Sales (Pet Shops)</i>	X	C	C	X	X	X	
Artist's Studio							
<i>Studio-Light</i>	C	C	C	X	X	X	Minimum 30% retail area
<i>Studio-Heavy</i>	X	X	X	X	X	X	
Banks and Retail Financial Institutions	CL*	CL*	CL*	X	X	X	*Only where existing; no drive-through services
<i>Automated Teller Machines</i>	P	P	P	X	X	X	
Business Services	Pu, Cg	Pu, Cg	P	X	X	X	
Commercial Entertainment and Recreation							
<i>Cinema</i>	C	C	C	X	X	X	
<i>Theater</i>	C	C	C	X	X	X	
<i>Small-scale Facility</i>	C	C	C	X	X	X	
<i>Large-scale Facility</i>	C	C	C	X	X	X	
Eating and Drinking Establishments							
<i>Bars/Night Clubs/Lounges</i>	C	C	C	X	X	X	Live entertainment requires a conditional use permit
<i>Restaurant, Full Service</i>	P	P	P	X	X	X	
<i>Restaurant, Limited Service</i>	P	P	P	X	X	X	No drive-through services
Finance, Insurance and Real Estate Services	C(Cu)	C (Cu)	P	X	X	X	
Food and Beverage Sales							
<i>General Market or Convenience Market</i>	P	P	P	Lg	X	X	

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<i>Village District Use Table</i>	<i>VC (AUFO)</i>	<i>VSC (AUFO)</i>	<i>VCMU</i>	<i>VHDR</i>	<i>PF</i>	<i>PP</i>	<i>Additional Regulations</i>
<i>Alcoholic Beverage Sale</i>	C	C	C	X	X	X	
<i>Food Preparation and Catering</i>	Pg (X)	P(X)	P	X	X	X	Minimum 30% retail floor area
Instructional Services	Pu	P	P	Lg	X	X	
Live-Work	X	P	P	P	X	X	
Maintenance and Repair Service	X	X	P	X	X	X	
Media Production	Pu	P	P	X	X	X	
Offices	Pu	Pu	P	X	X	X	
<i>Medical and Laboratories</i>	Pu	Pu, Cg	P	X	X	X	
<i>Walk-In Clientele</i>	Pg	Pg	Pg	Lg	X	X	
Parking Facilities, Commercial							
<i>Surface</i>	X	C (X)	C	X	X	X	Structured parking facilities may be conditionally permitted in the AUFO only if wrapped with active uses; see section 31.4.K.11
<i>Structure</i>	C (X)	C (X)	C	X	X	X	
Personal Services							
<i>General Personal Services</i>	Pu, Cg	Pu, Cg	Pu, Cg	Lg	X	X	
<i>Health/Fitness Facility</i>	Pu	C	C	Lg	X	X	
Retail Sales							
<i>Building Materials and Services</i>	X	X	X	X	X	X	
<i>General Retail Sales, Small-Scale</i>	P	P	P	X	X	X	no drive-through services
<i>General Retail Sales, Large-Scale</i>	C	C	C	X	X	X	no drive-through services
Transient Lodging							
<i>Bed and Breakfast</i>	P	P	P	C	X	X	
<i>Hotel and Motel</i>	C	C	P	C	X	X	
Vehicle Sales and Services							
<i>Alternative Fuels and Recharging Facility</i>	X	C	C	X	X	X	
<i>Automobile Rental</i>	X	C	C	X	X	X	
<i>Service Station</i>	X	C	C	X	X	X	See Section 19
<i>Vehicle Sales and Leasing, New & Used</i>	X	X	C	X	X	X	
INSTITUTIONAL AND COMMUNITY FACILITIES USE TYPES							
Community Assembly	X	C	P	C	P	X	
Cultural Facility	C	P	P	Lg	P	X	

TABLE 31-1: VILLAGE DISTRICT USE REGULATIONS

<i>Village District Use Table</i>	<i>VC (AUFO)</i>	<i>VSC (AUFO)</i>	<i>VCMU</i>	<i>VHDR</i>	<i>PF</i>	<i>PP</i>	<i>Additional Regulations</i>
Day Care Center	C	C	P	C	X	X	
Emergency Shelter	Only allowed in the S-2 Emergency Shelter Combining District						See Section 21
Government Buildings	P	X	P	X	P	X	
Park and Recreation Facility	P	P	P	P	P	P	
Public Safety Facility	X	X	X	X	P	X	
Social Service Center	X	C	C	X	P	X	
INDUSTRIAL USE TYPES							
Artisan/Custom Manufacturing	X	X	P	X	X	X	
Industrial Limited	X	X	C	X	X	X	
Recycling Collection Facilities	X	X	C	X	X	X	
Research and Development Laboratory	X	X	C	X	X	X	
TRANSPORTATION, COMMUNICATIONS AND UTILITIES							
Communications Facilities					X	X	
<i>Antennas & Towers</i>	C	C	C	X	X	X	See Section 25
<i>Equipment within Buildings</i>	C	C	C	X	X	X	
Transportation Passenger Terminals	X	X	X	X	P	X	
Utilities, Minor	P	P	P	P	P	P	
<u>KEY</u>							
P	Permitted by right						
Pg, Pu	Permitted on ground floor or upper floors only, respectively						
C	Conditional permit required						
Cg, Cu	Cg - Conditional permit required for ground uses for properties within sixty (60) feet of a public street. Cu – Conditional permit required for uses on upper floors.						
X	Prohibited new (existing may remain). Where used in reference to the AUFO, refers to the ground floor use only.						
CL	Conditional Limited - allowed where existing; new uses allowed within existing retail or office only as ancillary use; no exterior access/facade allowed; maximum 500 square feet of gross floor area. * means allowed when not replacing a commercial use.						
Lg	Only allowed on the ground floor of a mixed use building in a space that does not exceed 1,500 square feet.						
Note:	For properties located within the San Carlos Airport Safety Zones 4 and 6, uses must comply with the Airport Land Use Compatibility criteria listed in Table 4-4 of the San Carlos ALUCP. Some uses may be incompatible in safety zones. Project sponsors in airport environs must determine whether they are required to file Form 7460-1 Notice of Proposed Construction or Alteration with the Federal Aviation Administration (FAA), in accordance with Airspace Protection Policy 2. Project Applicants who are required to submit Form 7460-1 to the FAA must provide the local government permitting agency with a copy of the FAA's study findings with their applications for development approval.						

31.3.2 Ancillary and Incidental Uses. Ancillary and incidental uses, necessary to the operation of a use but of less intense nature, are permitted if the primary use is permitted. Where the

primary use requires a Conditional Use Permit, ancillary uses shall also require a Conditional Use Permit.

31.3.3 **Recycling Collection Facilities.**

- (a) **Size.** Recycling collection facilities must not exceed a building site footprint of 350 square feet.
- (b) **Setback.** Facilities must not be located within a required setback.
- (c) **Use.** Collection facilities, which include donation bins, shall accept only glass, metals, plastic containers, papers and reusable items. Used motor oil may be accepted with approval of the Fire Chief and in accord with all federal, State, and City regulations.
- (d) **Equipment.** No power-driven processing equipment, except for reverse vending machines, can be used.
- (e) **Containers.** Recycling collection facilities shall use containers that are constructed and maintained with durable waterproof and rust-proof material, covered when site is not attended, secured from unauthorized entry or removal of material, and shall be of a capacity sufficient to accommodate materials collected and collection schedule. Containers for the 24-hour donation of materials shall be at least 30 feet from any lot in a residential zoning districts or occupied by a residential use unless there is a recognized service corridor and acoustical shielding between the containers and the residential use.
- (f) **Site Maintenance.** Recycling facility sites must be maintained clean, sanitary, and free of litter and any other undesirable materials.
- (g) **Hours of Operation.** Recycling collection facilities located within 75 feet of a lot in a residential zoning district or a lot occupied by a residential use shall operate only during the hours between 9:00 a.m. and 7:00 p.m.
- (h) **Identification.** Containers must be clearly marked to identify the type of accepted material, the name and telephone number of the facility operator, and the hours of operation.
- (i) **Signs.** The maximum sign area is limited to 20 percent of the area of the side of facility or container or 16 square feet, whichever is larger. In the case of a wheeled facility, the side is measured from the pavement to the top of the container.
- (j) **Parking.** No additional parking spaces are required for customers of a small collection facility located at the established parking lot of a host use. One space must be provided for the attendant. Mobile recycling units shall have an area clearly marked to prohibit other vehicular parking during hours when the mobile unit is scheduled to be present.

31.4 **DEVELOPMENT STANDARDS**

- 31.4.1 **Development Standards Table.** Table 31-2, “Village Zoning District Development Standards”, prescribes the development regulations for Village districts, including lot dimensions, building form and location, pedestrian orientation, vehicle accommodation and other standards. The “Additional Regulations” column indicates more detailed explanations

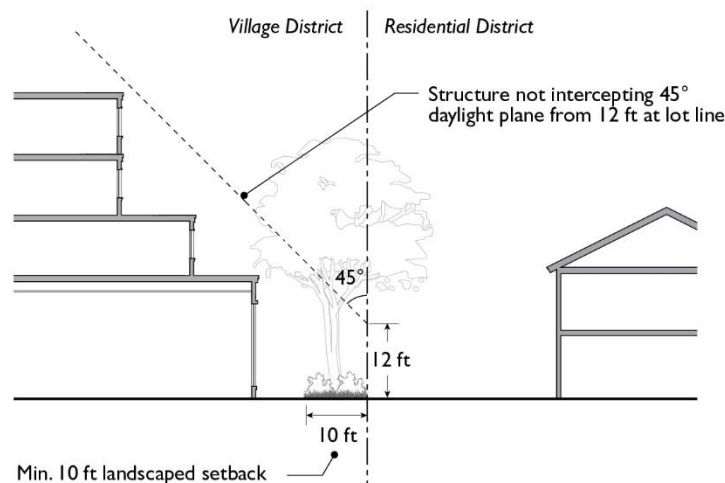
or regulations that follow the table (by letter designation) or are located elsewhere in this Zoning Ordinance.

TABLE 31-2: VILLAGE ZONING DISTRICT DEVELOPMENT STANDARDS					
<i>Village District</i>	<i>VC Village Core</i>	<i>VSC Village Station Core</i>	<i>VCMU Village Corridor Mixed Use</i>	<i>VHDR Village High Density Residential</i>	<i>Additional Regulations</i>
LOT SIZE, SETBACKS, DENSITY, AND LOT COVERAGE					
Minimum Lot Area (sq ft)	5,000	7,200	7,200	7,200	
Minimum Lot Width (ft)	50	60	60	60	
Minimum Setbacks	None except when a lot abuts a lot in a residential zoning district				(A) (B)
Minimum; Maximum Residential Density (du/acre)	N/A	N/A	N/A	21; 45 (up to 60 with community benefits)	(C) (D) (E) (F)
Maximum Site Coverage (% of Lot)	90	80	80	80	
BUILDING FORM AND STREET FRONTAGE STANDARDS					
Minimum; Maximum Floor Area Ratio (FAR)	0.5; 2.0 (up to 2.5 with community benefits)	0.2; 1.5 (up to 2.0 with community benefits)	0.5; 2.0 (up to 2.5 with community benefits)	N/A	(C) (F)
Minimum; Maximum Building Height (ft)	20; 50 (up to 65 with community benefits)	20; 45 (up to 60 with community benefits)	None; 50 (up to 65 with community benefits)	None; 55	(G)
Minimum Ground Floor Height (ft)					
- Active Use Frontage	16	16	N/A	N/A	
- Non-Residential	16	16	16	14	
- Residential	10	10	10	10	
Building Bulk (maximum floorplate as percent of first floor footplate)	1-story: 100% 2-story: 100% 3-story: 85% 4+ story: 70%	1-story: 100% 2-story: 100% 3-story: 85% 4+ story: 70%	1-story: 100% 2-story: 100% 3-story: 85% 4+ story: 60%	1-story: 100% 2-story: 100% 3-story: 85% 4+ story: 60%	(H)
Limitations on Blank Walls	Yes	Yes	Yes	Yes	(I)
Build-to Lines	Yes	Yes	Yes	No	(J)
Ground Floor Transparency	Yes	Yes	Yes	No	(K) and 31.5.2
Building Entrances	Yes	Yes	Yes	Yes	(L)
Street Frontage Standards	Yes	Yes	Yes	Yes	Section 31.5

TABLE 31-2: VILLAGE ZONING DISTRICT DEVELOPMENT STANDARDS					
<i>Village District</i>	<i>VC Village Core</i>	<i>VSC Village Station Core</i>	<i>VCMU Village Corridor Mixed Use</i>	<i>VHDR Village High Density Residential</i>	<i>Additional Regulations</i>
OPEN SPACE AND OUTDOOR LIVING AREA FOR RESIDENTIAL UNITS					
Minimum Publicly Accessible Open Space Area (sq. ft.)					
<i>Lots <12,000 sq ft</i>	N/A	N/A	N/A	N/A	(M)
<i>Lots ≥12,000 sq ft</i>	300	300	200	N/A	
<i>Minimum Dimensions (feet)</i>	15	15	10	N/A	
<i>Minimum Outdoor Living Area per Unit (Sq. Ft.)</i>	36	36	36	80	
<i>Minimum Landscaping (% of Lot)</i>	10	10	10	10	(N)

- (a) ***Additional Setback Requirement Adjacent to R Districts.*** In any Village District that abuts an R District, parking and loading facilities and buildings and structures shall be at least 10 feet from the interior lot line; these setbacks shall be permanently landscaped, except for paved area required for pedestrian or vehicular access.
- (b) ***Transitional Requirements for Lots Abutting R Districts.*** To protect privacy and minimize sunlight blockage, structures shall not intercept a 45-degree daylight plane inclined inward starting from a height of 12 feet above existing grade at the lot line, as shown on figure 31-2.

Figure 31-2: Setback and Transitional Requirements for Lots Abutting R Districts



- (c) ***Base Density and Minimum FAR.*** New development must achieve at least the minimum density or minimum FAR shown in Table 31-2, where specified. For example, residential

development in the VHDR district must be at least 21 units per acre, and single use or mixed use development in the VC district must be at least 0.5 FAR.

- (d) ***Determining Residential Density in Mixed Use Projects.*** In mixed use projects combining commercial and residential uses, the total maximum FAR standard shall apply along with the maximum residential density standards if one is specified in Table 31-2.
- (e) ***Density Bonus for Affordable Housing.*** Qualifying residential development is entitled to density bonus provisions (and associated required parking reductions) for affordable housing otherwise required by the Zoning Ordinance. The density bonus shall be in addition to the base density shown in Table 31-2. This density bonus shall not be combined with the additional density and FAR allowed for community benefits.
- (f) ***Increased FAR, Height, and Density Incentives for Community Benefits.*** After conducting a public hearing, the City Council may grant increased FAR, density or height in return for provision of specific community benefits, as listed below or identified by the City Council, if the Council determines that (1) making such an award is in the City's interest and will help implement the General Plan and the Belmont Village Specific Plan, (2) these benefits cannot be realized without granting increased FAR, height, and/or density, and (3) that the increase granted is the minimum necessary to realize these benefits and no adverse impacts or land use incompatibilities will be created that are judged unacceptable. The decision to grant increased FAR, density or height is discretionary, and the Council is not obligated to grant any increase if any of these required findings cannot be made.
 - (1) ***For Lot Consolidation.*** In order to promote the consolidation of small lots into larger sites, which are better able to accommodate mixed use development and thus confer community benefits, the maximum allowable base FAR shall increase based on site size, within the allowable range for community benefits specified in Table 31-2. This table shows the base FAR based on the gross area of a development site; the additional FAR allowable with lot consolidation, which creates development sites that are 12,000 square feet or more in size, is 10 percent of the base FAR. This additional FAR may be combined with additional FAR earned for other community benefits listed in paragraph (B) below.
 - (2) ***For Other Community Benefits.*** Increased FAR, height, and density up to the maximum shown in Table 31-1 may be approved by the City Council for the following community benefits:
 - (A) On-site affordable housing in an amount exceeding the City's requirements for inclusionary housing established in the Zoning Ordinance.
 - (B) Public access easements, wider sidewalks, and additional public right-of-way provided where identified in the Specific Plan.
 - (C) Public right-of-way improvements, which are in addition to those required to serve new development.
 - (D) Privately owned publicly accessible open space exceeding the minimum requirements of this section, and consistent with the general types and locations of desired public parks and plazas identified in the Specific Plan.

- (E) Below-market rental rates guaranteed for a minimum of ten years for a day care center, cultural facility or incubator space for qualifying small businesses.
 - (F) Retention or construction of retail or office commercial development within the Village Corridor Mixed Use District.
 - (G) Contributions to a City established fund for purposes of benefitting Community or Regional recreational or cultural use if one is created.
 - (H) Community recreational facilities, such as an ice rink.
 - (I) Any other community benefit, as determined by the City Council after a duly-noticed public hearing, to be significant, substantial and essential for Specific Plan implementation and which would not otherwise be provided if increased FAR, height or density is not approved.
- (3) *Monitoring of Community Benefit Program.* The City Council should periodically review community benefits derived under this program and, after receiving a Director's report on the program's accomplishments and taking public comment at a duly-noticed public hearing, determine whether any program modifications should be recommended to the City Council.

(g) ***Building Height.***

- (1) *Ground Floor Elevation.* The finished floor elevation of commercial development shall not be greater than one foot above the adjacent sidewalk level. Residential development may have a finished floor elevation up to five feet above sidewalk level to provide more interior privacy for residents.
- (2) *Allowed Exceptions.* Non-habitable building features such as chimneys (up to 6 feet in width), cupolas, flagpoles, monuments, steeples, roof screens, equipment, and similar structures, covering no more than 20 percent of the top floor roof area to which they are accessory, may exceed maximum permitted height standards by 8 feet.
- (3) *Sloping Sites.* On lots with a grade change of 10 percent or more between two side lot lines or between a front and rear lot line, building height shall be measured for a "reference grade plane", representing the average of finished ground level adjoining the building at exterior walls. When the finished ground level slopes away from the exterior walls, the reference ground plane shall be established by the lowest point within the area between the building and the adjacent lot line or, if the lot line is more than five feet from the building, between the building and a point five feet from the building.

Figure 31-3: Building Height Limits and Allowed Exceptions

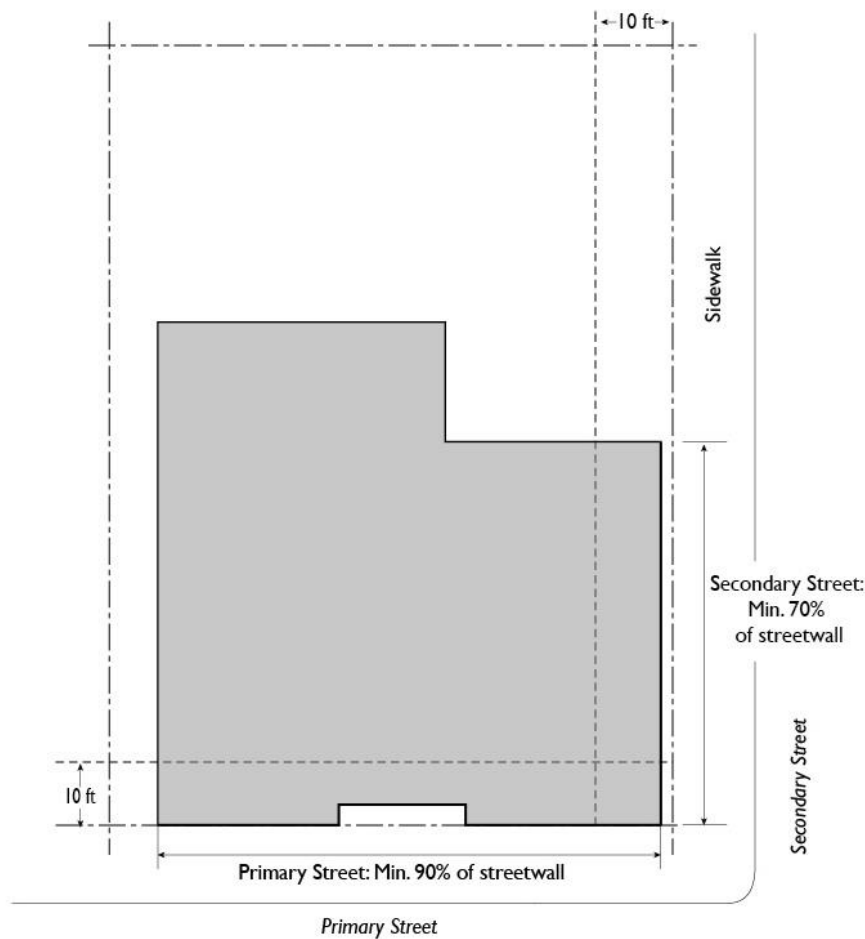


- (h) **Building Bulk.** Building designs shall reduce the floorplate of each story above the first floor to avoid large-scale bulky or boxy building forms.
- (1) **Upper Floors.** Each story above the second story shall be less than the first floor footplate as described in Table 31 2: Village Zoning District Development Standards. The Planning Commission may grant exemptions to this standard where ground floor space includes publicly-accessible walkways or other community benefits that reduce the area of the ground floor available for tenant use.
 - (2) **Primary Street Frontage.** No more than 20 percent of the reduced footplate of the upper levels shall be along the primary street frontage.
 - (3) **Building Articulation.** Building design shall include adequate features to create visual variety.
 - (4) **Modules.** Long facades shall be broken up into smaller modules. Buildings shall be articulated in 25 to 50 foot increments to be consistent with traditional development patterns in the Village.
 - (5) **Three-Dimensional.** Building mass and surfaces shall be articulated with three-dimensional elements that create visual interplay of light and shadows. Examples of three-dimensional elements include cornices, brackets, awnings, window trim, recessed windows, door surrounds, and recessed building entrances.
- (i) **Limitations on Blank Walls.** For large buildings, the primary frontage and corner street side frontage above the ground floor shall include one or more offsets, recesses, or projections at least one foot in depth and five feet width, providing shadows or visual

interest for at least 25 percent of the frontage. Exceptions to this standard may be permitted through Design Review.

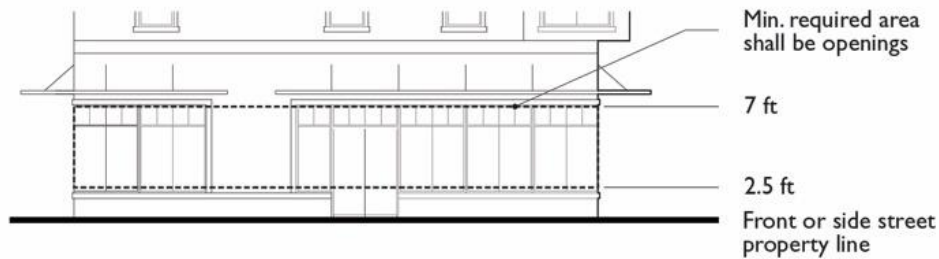
- (j) **Build-to Lines.** On sites that are within the Active Use Frontage Overlay, streetwalls shall be located at (or within 10 feet of) the sidewalk for at least 90 percent of the primary street frontage, in order to create a pedestrian-oriented, continuous streetwall. Along other street frontages, at least 70 percent of the street wall shall be located at or within 10 feet of the sidewalk. Exceptions from this requirement for ground floor residential uses, for pedestrian or vehicular access to the rear of the lot, and for building entry designs and courtyards that create welcoming features along the street may be approved through Design Review.

Figure 31-4: Building Placement



- (k) **Ground Floor Transparency.** Exterior walls facing and within 20 feet of a front or street side lot line shall include windows, doors, or other openings located between 2.5 and seven feet above the level of the sidewalk. No wall shall run in a continuous plane for more than 20 feet without an opening.

FIGURE 31-5: GROUND FLOOR TRANSPARENCY



- (1) *Design of Required Openings.* Openings fulfilling this requirement shall have transparent or moderately tinted glazing and provide views into work areas, display areas, sales areas, lobbies, or similar active spaces, or into window displays that are at least three feet deep and five feet wide. Shading or use of drapes or other internal window covering for energy efficiency may be approved.
- (2) *Exceptions for Parking Garages.* Multi-level garages are not required to meet the building transparency requirement of this subsection. Within the AUFO they must be “wrapped” with street-level retail or other active uses, and entries must be set back from the sidewalk and recessed within the garage structure.
- (3) *Alternatives through Design Review.* Alternatives to the building transparency requirement may be permitted through Design Review if:
 - (A) The proposed use has unique operational characteristics with which providing the required windows and openings is incompatible, such as in the case of a cinema or theater; and
 - (B) Street-facing building walls will exhibit architectural relief and detail, and will be enhanced with landscaping in such a way as to create visual interest at the pedestrian level.
- (l) *Building Entrances.* The primary pedestrian access to all ground-level commercial uses shall be from a public sidewalk. In mixed-use developments, entrances to residential units shall be physically separated from the entrance to the commercial use and clearly marked with a physical feature such as a recess or projection incorporated into the building or appropriately-scaled element applied to the façade.
- (m) *Outdoor Living Area for Residential Units.* Requirements for outdoor living area for residential units, which may be met by common or private open space or a combination of the two, are defined in Table 31-2. Common areas typically consist of landscaped areas, patios, swimming pools, barbeque areas, and similar improvements designed to serve residents. Landscaped rooftop gardens may fulfill a portion of this requirement. Private areas typically consist of balconies, decks, fenced yards, and similar areas directly accessible from a unit.

(n) **Landscaping.**

- (1) *Amount Required.* The minimum required amount of on-site landscaping is defined in Table 31-2. This minimum amount is in addition to required landscaping of any on-site surface parking area. Landscaping along a public sidewalk, pedestrian walkway, public seating area or plaza and in rooftop gardens counts toward fulfillment of this requirement.
- (2) *Trees.* A minimum of one tree shall be provided for each 400 square feet or fraction thereof of all required landscaped areas. This number may be reduced with approval of an alternative landscape plan if the Director determines that a different number of trees is warranted because of existing conditions and/or the number of street trees in the vicinity.
- (3) *Water Efficiency.* Landscaping shall be designed and plantings selected so that water use is minimized, as defined in Belmont City Code Section 25.5-26.

31.5 STREET FRONTAGE STANDARDS

31.5.1 **Street Typology Established.** The Village street typology defined in the Specific Plan and illustrated in Figure 31-6 is established to provide a basis for street frontage development standards for each street type. These standards are based upon street width and traffic volume, as well as the desired pedestrian scale, connectivity, safety, and provision of public gathering places described in the Specific Plan.

31.5.2 **Streetscape Standards**

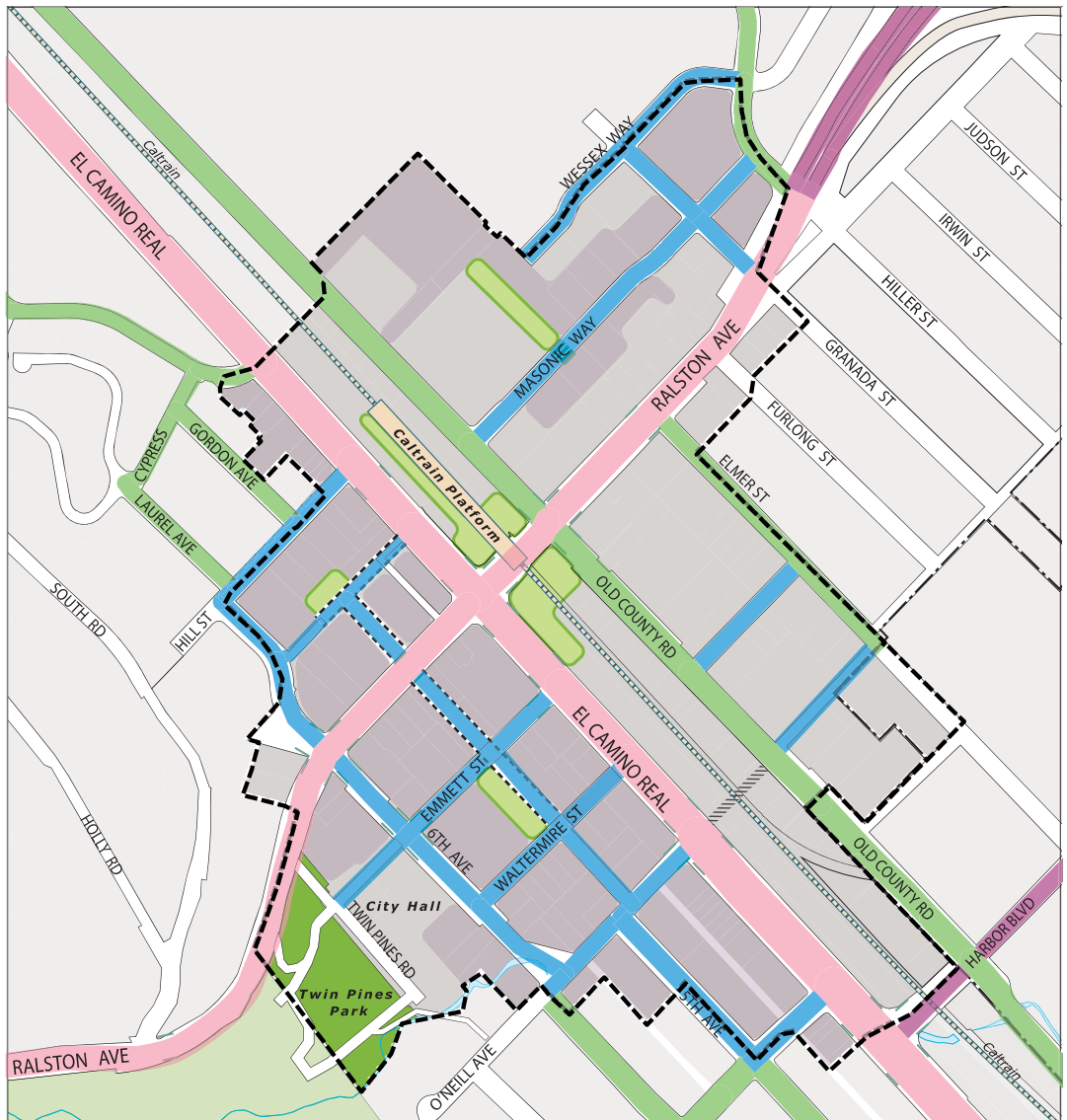
- (a) Table 31-3: Streetscape and Street Frontage Development summarizes the development standards for each streetscape type.
- (b) The Planning Commission may allow permitted exceptions to these standards with approval of a conditional use permit where special conditions exist, such as overhead wiring, underground utilities, special access needs, pedestrian visibility, vehicle line-of-site, or similar conditions unique to a specific location.











TABLE 31-3: STREETSCAPE AND STREET FRONTAGE DEVELOPMENT STANDARDS				
	<i>Village Main Street</i>	<i>Village Avenue</i>	<i>Village Boulevard</i>	<i>Additional Regulations</i>
STREET FRONTAGES				
Ground Floor Active Uses along the main building frontage	100% where Active Use Frontage Overlay applies; 75% elsewhere; parking areas, garage entrances, or driveways are not allowed to front on 5 th Avenue between Ralston Avenue and Waltermire Street	50% minimum	Not required	See Section 31.3 and 31.4
Minimum ground level window transparency	75%	50%	25%	
Street wall height ¹	2 story minimum, 3 story maximum	1 story minimum, 3 story maximum	1 story minimum, 3 story maximum	

TABLE 31-3: STREETSCAPE AND STREET FRONTAGE DEVELOPMENT STANDARDS

	<i>Village Main Street</i>	<i>Village Avenue</i>	<i>Village Boulevard</i>	<i>Additional Regulations</i>
Retail depth from front entrance ²	50 feet minimum	60 feet minimum	25 feet minimum	
ENCROACHMENTS INTO PUBLIC RIGHT OF WAY				
Maximum length	25% maximum of the main façade line, not to exceed 20 feet without a 10 foot separation			
Maximum Width/Depth (ft)	3	5	4	
Minimum height above sidewalk	15 feet			
Awning/Canopy projection ³	4 feet maximum	4 feet maximum	4 feet maximum	
Marquees	5 feet maximum	5 feet maximum	10 feet maximum	
SETBACKS				
Min % of Front Facade Located at or within 10 feet of the sidewalk	90	70	50	See Section 31.4
Front setback ⁴	0-5 feet	0-5 feet	0-12 feet	
Notes:				
1. For buildings fronting Ralston Avenue and El Camino Real, a streetwall with a minimum height of 18 feet is required, and 24 feet is recommended.				
2. Required retail floor depths allow for retail use flexibility. With approval of a conditional use permit, the Planning Commission may grant exceptions where retail space wraps a parking structure.				
3. Canopies with supporting columns that interrupt the path of pedestrians are not allowed. With approval of a conditional use permit, the Planning Commission may grant exceptions for recessed entrances.				
4. Fronting Village Main Streets and Village Avenues, buildings may be set back up to 10 feet from the sidewalk to allow for outdoor seating areas and public plazas.				

Figure 31-6: Village Street Typology



- | | | | |
|---|--|---|----------------|
|  | Core |  | Main Street |
|  | Park/Plaza. Location and size are approximate and conceptual; refer to relevant policies for detail. |  | Boulevard |
|  | Belmont Village PDA Boundary |  | Avenue |
|  | City Limits |  | Urban Arterial |
|  | Potential New Right-of-Way | | |
|  | Proposed Bicycle/Pedestrian Underpass | | |

0 200 400 800
FEET



1 ACRE
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DYETT & BHATIA
Urban and Regional Planners



- 31.6 **PARKING.** Parking shall be provided generally as indicated in Table 31-4 and developed and maintained according to the standards of Section 8, Off-Street Parking and Loading, as well as the regulations of this subsection. Additional requirements for specialized uses are in Section 8; where these provisions conflict, the requirements of this Section govern within the Village area.

TABLE 31-4: PARKING STANDARDS		
<i>Land Use (All Districts)</i>	<i>Minimum</i>	<i>Maximum</i>
Retail	2 spaces minimum per 1000 sq. ft.	4 spaces maximum per 1000 sq. ft.
Office	3 spaces minimum per 1000 sq. ft.	4 spaces maximum per 1000 sq. ft.
Hotels	0.5 spaces minimum per room	1 space maximum per room
Residential	Studios: 0.5 spaces minimum per unit One Bedroom: 1 space minimum per unit Two Bedroom: 1.5 spaces minimum per unit Three Bedroom +: 2 spaces per unit	2 spaces per unit maximum + 0.5 spaces per unit for guest parking maximum
Location	For all properties on Main Streets, Boulevards, and Avenues, parking areas and structures must be placed behind or beneath buildings. Parking structures must be wrapped with active ground floor uses where specified (see Specific Plan policy 2.1-15).	
Access	There must be clear, well-lit, safe pedestrian walkways between parking areas and structures and the main sidewalks and building entrances.	
Parking Structure Driveway Width	Maximum 24 feet	
Ground Floor Design	Where a parking structure faces onto a street, the ground floor must be treated with elements of interest and made as active as possible.	

31.6.1 **General Regulations and Standards**

- (a) **No Reduction in Off-Street Parking and Loading Spaces.** Off-street parking and loading spaces established as of the effective date of this section may not be reduced in number during the life of such building or land use below that which would be required for a new building or use of a similar type under the requirements of this section. All such off-street parking and loading spaces must remain permanently available and accessible for the parking or loading of vehicles by occupants of the property, except that any surplus spaces may be rented out to non-occupants, or otherwise made publicly accessible with the provision that such spaces must be vacated on 30 days' notice if they become needed by occupants of the property.
- (b) **Separate Parking and Loading Spaces.** No area may be utilized and counted both as a required parking space and a required loading space. However, maneuvering aisles and driveways may serve both required parking spaces and loading spaces if they meet the requirements specified in this Section for both parking and loading facilities.
- (c) **Parking for Disabled Persons.** The number, design, designation, and location of Disabled Person Parking spaces must comply with State law. Such spaces will be counted towards the parking requirements of this section.

- (d) **Nonconforming Parking Facilities.** Existing land uses with off-street parking and loading facilities that do not conform to the requirements of this section may be enlarged or expanded, provided that an in-lieu parking fee is paid, if established, or additional parking and loading facilities are added, either on-site or off-site, so that the parking needs for the enlarged or expanded portion of the use are met. Exceptions to this requirement may be granted by the Planning Commission for small sites and as an incentive for projects proposing community benefits.
- (e) **Unbundled Parking.** The following rules will apply as conditions of approval to the rental of parking spaces in new Multi-Unit Residential buildings with ten or more rental units:
 - (1) All off-street parking spaces that are beyond a base allowance of one per unit must be leased separately from the rental fees for dwelling units for the life of the dwelling units, such that potential renters have the option of renting a residential unit with only one parking space at a price lower than would be the case if there were a single price for both the residential unit and all of the parking space(s).
 - (2) In cases where there are fewer parking spaces than dwelling units, the parking spaces must be offered first to the potential renters of three bedroom or more units, second to potential renters of two bedroom units, and then to potential renters of other units.
 - (3) Potential renters of affordable units must have an equal opportunity to rent a parking space on the same terms and conditions as offered to potential renters of market-rate units, at a price proportional to the rent of their units as compared to comparable market-rate units. This stipulation shall be included in any agreement recorded between the City and developer pertaining to the affordable housing units.
 - (4) Parking spaces shall be offered only to residents of the dwelling units served by the off-street parking, except that any surplus spaces may be rented out to non-residents, or otherwise made available for public use, with the provision that such spaces must be vacated on 30 days' notice if they are needed by residents. Required visitor spaces may not be rented out, but may be made available for public use.

The Community Development Director may grant an exception from unbundled parking requirements for affordable units that include financing for affordable housing that requires that costs for parking and housing be bundled together.

- (f) **Garages/Carports/Uncovered Residential Parking.** For residential uses, required off-street parking located in the front half of a lot or within 25 feet of the side street on a corner lot must be covered with carport, garage or roofed structure except as allowed below. Uncovered off-street parking may be located in the rear half of the lot when more than 25 feet from a side street.
- (g) **Surface Parking Lots.** Surface parking lots are subject to the following restrictions and standards. The area of a surface parking lot must include all features within the lot's outer edges, including all parking spaces, maneuvering aisles, access driveways, and perimeter and interior landscaping, walkways, and other features.
 - (1) **Large Parking Lots.** If on-site parking for more than 50 spaces is needed, the parking facilities must be designed to have exceptional landscaping or design features, be

located such that it is not highly visible from public rights-of-way, be provided within buildings or parking structures or in separate lots that are each less than two acres in size, or be otherwise covered by a structure that serves a non-parking function, such as solar panels, recreational facilities, roof deck, or green roof.

- (2) ***Pedestrian Circulation.*** Parking lots containing 25 or more spaces must have walkways separated from motor vehicle maneuvering aisles and driveways connecting the principal building or buildings served by the lot to the farthest point of the lot from the main pedestrian entrance of the building.

- (A) ***Materials and Width.*** Walkways must provide at least four feet of unobstructed width and be hard-surfaced.

- (B) ***Identification.*** Pedestrian walkways must be clearly differentiated from driveways, parking aisles, and parking and loading spaces through the use of elevation changes, curb separation, different paving material, or similar method.

- (C) ***Separation.*** Where a pedestrian walkway is parallel and adjacent to an auto travel lane, it must be raised and separated from the travel lane by a raised curb at least six inches high, bollards, or other physical barrier.

31.6.2 Calculation of Required Spaces

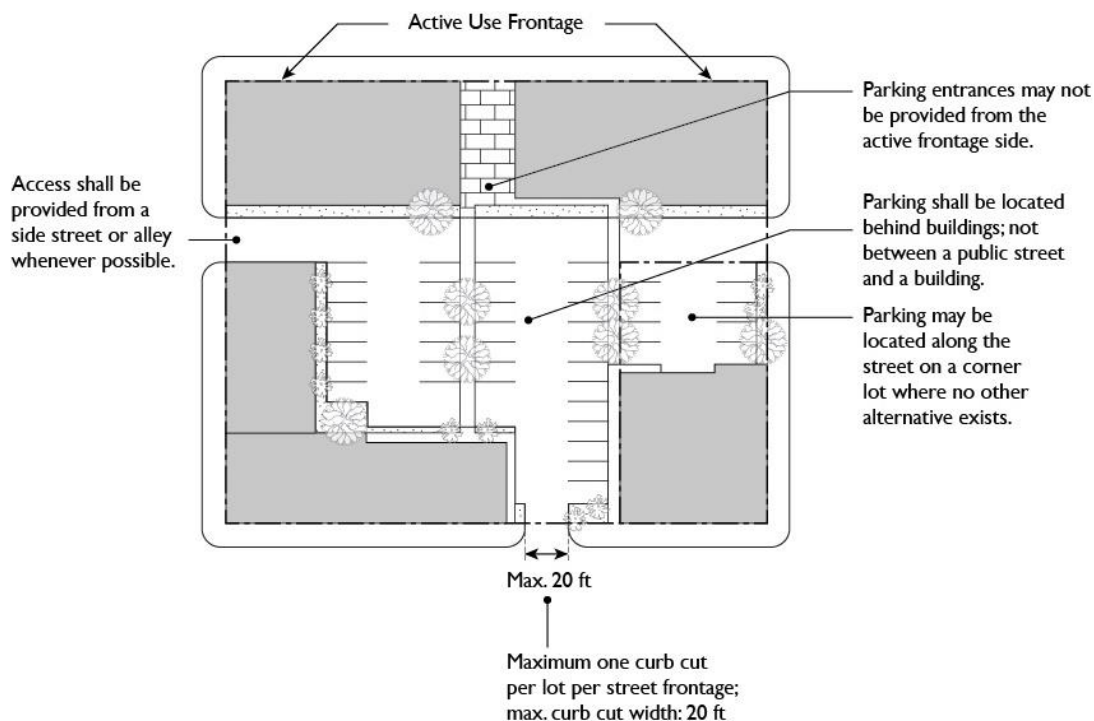
- (a) **Fractions:** A fractional space in the calculation of parking or loading spaces of one-half (0.5) or greater is considered one additional space; fractions less than one-half (0.5) require no additional spaces.
- (b) **On-Street Parking.** For non-residential uses, on-street parking spaces located immediately adjacent to the frontage of the property may be counted toward required off-street parking.
- (c) **Multiple Uses.** When two or more principal uses are located on the same lot, the estimated peak period parking demand is the sum of the estimated demand of the various individual uses during the period of peak combined demand for all uses, as determined through a parking study prepared by a qualified individual or firm. See subsection 31.6.6, Parking Reductions, for specific provisions related to shared parking.
- (d) **Area-Based Estimates.** All area-based estimated peak period parking demands are computed on the basis of gross floor area, excluding parking and loading areas.
- (e) **Exclusion of First 2,500 Square Feet.** For all nonresidential uses with area-based estimated peak period parking demands, the first 2,500 square feet of retail or restaurant use are subtracted from the gross square footage of the use when calculating the estimated parking demand.
- (f) **Motorcycle Parking.** A credit of one automobile parking space is given for every four motorcycle parking spaces provided, not to exceed five percent of the total number of automobile parking spaces required. Motorcycle parking spaces must be no less than four feet wide by eight feet long with an aisle width of no less than 10 feet and must be clearly marked.

- (g) **Minimum Parking Requirements.** Except as otherwise provided in this section, at least the minimum number of parking spaces required by Table 31-4 must be provided for each use or site.
- (h) **Maximum Private Parking Requirements.**
 - (1) **Limitation.** Except as otherwise provided in this section, no more than the maximum number of private, off-street parking spaces specified in Table 31-4 may be provided for each use or site.
 - (2) **Excess Parking to be Shared.** Off-street parking spaces may be provided in excess of the maximum number of spaces specified in Table 31-4, provided that all such excess spaces are designed and operated to be shared and publicly accessible parking spaces available for public use at any time, except for uses with safety concerns which the Director confirms are valid and justify not sharing the spaces. Property owners may charge an hourly, daily, or monthly fee for use of any such public access parking provided in excess of the maximum off-street parking limits of this subsection.
- (i) **Parking Spaces Below the Minimum or Above the Maximum.** Parking spaces less than the required minimum or more than the allowed maximum may be provided upon the granting of a conditional use permit as set forth below.
 - (1) **Parking Spaces Less Than the Minimum.** To grant a conditional use permit to provide less than the minimum number of parking spaces required by Table 31-4, the following findings must be made in addition to the findings otherwise required for a conditional use permit:
 - (A) That adequate measures will be put in place through the Transportation Demand Management (TDM) programs required by Section 31.7 to reduce parking demand, such as promoting use of public transit, bicycling, and walking, and allowing modified working hours and telecommuting; and
 - (B) That the reduction or elimination of the required parking spaces will not substantially reduce the availability of on-street parking for the occupants of nearby commercial and, or residential buildings.
 - (2) **Parking Spaces More Than the Maximum.** To grant a conditional use permit to provide more than the maximum number of private parking spaces allowed by Table 31-4, the following findings must be made in addition to the findings required for a conditional use permit:
 - (A) That the applicant has convincingly demonstrated that the additional parking is required to meet the anticipated parking demand of the proposed uses; and,
 - (B) That the provision of the additional parking will not result in an overdependence on automobiles and will not adversely affect transit, bicycle, or pedestrian access to the site or other adjacent uses.

31.6.3 Location of Required Parking

- (a) **Location.** Parking must be located either underground, or behind habitable, landscaped, or public plaza space or otherwise appropriately screened from view from a public street. For purposes of this requirement, alleys are not considered public streets. Parking is not permitted to be located between a public street and a building, except on corner lots, if approved as a modification to development standards.
- (b) **Non-residential Uses.** Required parking spaces serving commercial, office, and other non-residential uses must be located on the same lot as the use they serve, or in an off-site parking facility as provided in Subsection 31.6.5, Off-site Parking Facilities.
- (c) **Residential Uses.** Required parking for residential uses must be located on the same lot as the dwelling served, or in a common parking area not more than 400 feet from the dwellings served. Parking may not be located within a required front setback area or yard or street-facing side setback area or yard.
- (d) **No Street Frontage.** When feasible, required parking must be located away from an Active Use Frontage, as illustrated in Figure 31 7: Parking Location and Access.

Figure 31-7: Parking Location and Access



31.6.4 Design Standards for Parking Lots and Structures. The parking area design standards of this section apply to all off-street parking areas. All required parking spaces and associated maneuvering aisles, driveways, and other related features must be designed and arranged so as to provide motor vehicles with adequate ingress to and egress from all required parking spaces, and to provide pedestrians with adequate access to parked vehicles.

- (a) **Parking Layout and Dimensions.** The layout and dimensions of off-street parking facilities are set forth in Figure 31-8 and Table 31-5 and as follows.

- (1) ***Regulatory and Calculated Dimensions.*** Stall width, stall length, and aisle width, as shown in Table 31-5, are regulatory. Other dimensions shown in Table 31-5 are calculated from these required dimensions, and are provided for convenience.
- (2) ***Stall Width and Length.*** As indicated in Table 31-5, the required minimum stall width and length for various parking angles are as set forth below. Compact spaces with an eight-foot width and 16-foot length are permitted for up to 25 percent of the required spaces.
 - (A) ***Width.*** For parking angles of more than 30 degrees the required minimum stall width is eight feet six inches. For parking angles of 30 degrees or less, the required minimum stall width is eight feet.
 - (B) ***Length.*** For all parking angles other than parallel parking, the required minimum stall length is 18 feet. For parallel parking, the required minimum stall length is 20 feet.
- (3) ***Aisle Width for Parking Angles Not Shown.*** For parking angles not shown in Table 31-5, the required aisle width shall be interpolated from the values in the table. For example, for a parking angle of 70 degrees, which is two-thirds of the increment between 60 degrees and 75 degrees, the required one-way aisle width is 18 feet eight inches, which is two-thirds of the increment between the required aisle widths for 60-degree parking and 75-degree parking, 16 feet and 20 feet respectively.
- (4) ***Alternate Maneuvering Aisle and Parking Space Widths.*** For parking angles equal to or greater than 45 degrees and less than 90 degrees, one-way aisle width may be decreased by three inches for each one-inch increase in stall width, up to a maximum stall width of nine feet two inches. For 90-degree parking, one-way and two-way aisle width may be decreased by three inches for each one-inch increase in stall width, up to a maximum stall width of nine feet two inches and a minimum aisle width of twenty-two feet.
- (5) ***Two-Way Modules.*** Table 31-5 provides the dimensions for parking modules with one-way traffic. For parking modules with two-way traffic, add the difference in width between a two-way aisle and a one-way aisle. For example, for a two-way module with a parking angle of 45-degrees, add eight feet, which is the difference between a two-way aisle (20 feet) and a one-way aisle (12 feet).
- (6) ***Overhang.*** Parking stall lengths, except for parallel spaces, may be reduced by two feet where the parking stall is designed to abut a landscaped area a minimum of five feet wide, such that the front of the vehicle can overhang the landscaped area.
- (7) ***Spaces Abutting Walls or Posts.*** An additional foot of width must be provided for each parking space side a abutting a wall or post.

FIGURE 31-8: PARKING LAYOUT

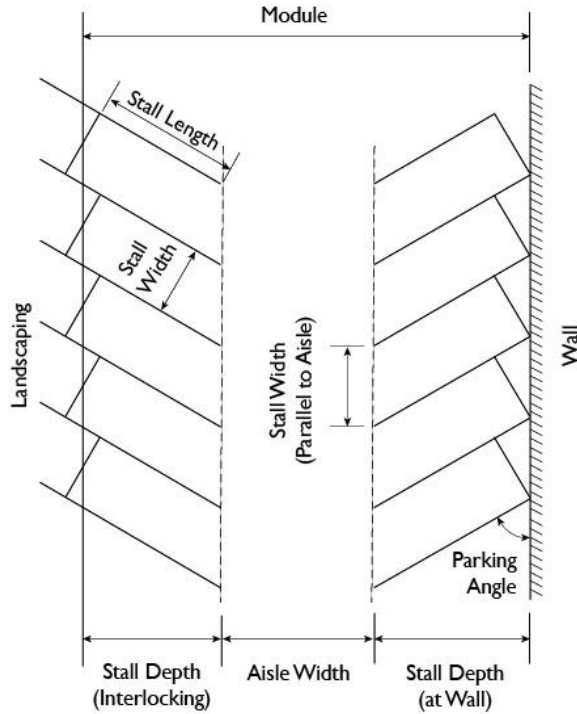


TABLE 31-5: PARKING DIMENSIONS

Parking Angle	Regulatory				Calculated for Reference					
	Stall Width	Stall Length	Aisle Width		Stall Width Parallel to Aisle	Stall Depth		Module (one-way)		
			One-Way	Two-Way		Inter-locking	At Wall	Non-Inter-locking	Inter-locking	Half Inter-locking ¹
Parallel	8'-0"	20'-0"	12'-0"	20'-0"	--	--	--	28'-0"	--	--
30°	8'-0"	18'-0"	12'-0"	20'-0"	16'-0"	12'-6"	15'-11"	43'-10"	36'-11"	40'-5"
45°	8'-6"	18'-0"	12'-0"	20'-0"	12'-0"	15'-9"	18'-9"	49'-6"	43'-6"	46'-6"
60°	8'-6"	18'-0"	16'-0"	20'-0"	9'-10"	17'-9"	19'-10"	55'-8"	51'-5"	53'-7"
75°	8'-6"	18'-0"	20'-0"	20'-0"	8'-10"	18'-6"	19'-7"	59'-2"	57'-0"	58'-1"
90°	8'-6"	18'-0"	24'-0"	24'-0"	8'-6"	18'-0"	18'-0"	60'-0"	--	--

1. One side is interlocking and the other side is non-interlocking.

(b) **Driveways and Access.**

(1) **Driveway Width.**

- (A) Parking facilities containing fewer than 15 required parking spaces must have only a single driveway of no less than nine feet and no more than 10 feet in width.
- (B) Parking facilities containing 15 or more required parking spaces may have one lane driveways of no less than nine feet and no more than 10 feet in width, and two-lane driveways of no less than 18 feet and no more than 20 feet in width.

(2) **Vehicle Flow.**

- (A) Except for those serving four or fewer residential units, all parking areas must be designed so that a motor vehicle leaving the parking area will enter the public right-of-way traveling in a forward direction.
- (B) Parking areas must be designed so that a vehicle will not have to enter a public right-of-way to move from one location to another within the parking area.

- (c) **Surface.** All outdoor parking spaces, driveways, and maneuvering areas must be designed, built and permanently maintained to avoid dust, mud and standing water and to maximize permeability, where feasible and appropriate. These surfaces may include traditional asphalt and concrete as well as pervious pavements, sand-set pavers, and supported turf systems. A combination of surfaces may be used; for example, two track driveways of concrete strips with pervious areas between the strips and on the edges.

- (1) **Cross-grades.** Cross-grades must be designed for slower stormwater flow and to direct stormwater toward landscaping, bio-retention areas, or other water collection/treatment areas.

- (2) **Landscaping Alternative.** Up to two feet of the front of a parking space as measured from a line parallel to the direction of the bumper of a vehicle using the space may be landscaped with ground cover plants instead of paving.

- (3) **Permeable Paving.** Permeable paving, sand-set pavers, supported turf systems, and vegetation must be used in all overflow parking areas and installed in accordance with manufacturer recommended specifications.

- (4) **Turf Grids/Grassy Pavers.** Turf grids/grassy pavers shall be installed in areas of low traffic or infrequent use wherever feasible.

- (d) **Striping and Marking.** In all parking facilities with four or more spaces, each parking space must be clearly striped with paint or similar distinguishable material, except that the Community Development Director may approve alternate means of marking spaces.

- (e) **Perimeter Curbing.** A six-inch wide and six-inch high concrete curb must be provided along the outer edge of the parking facility pavement, except where the pavement abuts a fence or wall. Curbs separating landscaped areas from parking areas must be designed to allow stormwater runoff to pass through.

- (f) **Separation from On-Site Buildings.** Parking areas must be separated from the front and side exterior walls of on-site buildings by walkways a minimum of four feet in width. Commercial buildings with 10,000 square feet or more of gross floor area must be separated from on-site parking on all sides by a walkway a minimum of five feet in width, as well as a planter area at least three feet in width. These requirements do not apply to parking areas containing five or fewer spaces.
- (g) **Vertical Clearance.** All covered parking must have a minimum vertical clearance of seven feet six inches except for spaces in parking lifts and where greater clearance is required by the California Building Code.
- (h) **Tandem Parking.** Required parking may be arranged as tandem spaces, provided that pairs of spaces in tandem are assigned to the same residential unit or that a full-time parking attendant supervises the parking arrangements during periods of peak demand for the uses served. The required stall width, stall length, and aisle width apply to tandem spaces, except that the stall length is doubled for each pair of tandem spaces.
- (i) **Parking Lifts.** Required parking may be provided in parking lifts. If the configuration requires a vehicle to be removed from the lift to access another vehicle, the parking must comply with tandem parking standards. The dimensional standards for 90-degree parking shall apply to parking lifts, including the requirement for an aisle of 24 feet. Exterior parking lifts must be screened from public view.
- (j) **Landscaping and Screening - Uncovered Parking Areas.** Landscaping of uncovered parking areas must be provided and maintained as follows.
 - (1) ***Landscape Area Required.*** A minimum of 10 percent of the interior of any parking lot area must be landscaped.
 - (2) ***Minimum Planter Dimension.*** Landscape planters to be counted toward the required landscape area must be at least 25 square feet in area, or four feet in any horizontal dimension, excluding curbing.
 - (3) ***Layout.*** Landscaped areas must be well-distributed throughout the parking lot area. Parking lot landscaping may be provided in any combination of:
 - (A) Landscaped planting strips at least four feet wide between rows of parking stalls;
 - (B) Landscaped planting strips between parking areas and adjacent buildings or internal pedestrian walkways;
 - (C) Landscaped islands located between parking stalls or at the ends of rows of parking stalls; and
 - (D) On-site landscaping at the parking lot perimeter.
 - (4) ***Required Landscaped Islands.*** A landscaped island at least six feet in all interior dimensions and containing at least one 15-gallon-size tree must be provided at each end of each interior row of parking stalls and between every six consecutive parking stalls.

- (5) ***Landscaped Buffer for Open Parking Adjacent to Right-of-Way.*** A landscaped area at least five feet wide must be provided between any surface parking area and any property line adjacent to a public street, unless a different dimension is specified in the base district standards applicable to a site.
- (6) ***Landscaped Buffer for Open Parking Abutting Interior Lot Line.*** A landscaped area at least three feet wide must be provided between any surface parking area and any adjacent lot for the length of the parking area.
- (7) ***Trees.***
 - (A) *Number Required.* One for each five parking spaces.
 - (B) *Distribution.* Trees shall be distributed relatively evenly throughout the parking area.
 - (C) *Species.* Tree species shall be selected from a list maintained by the City.
 - (D) *Size.* All trees shall be a minimum 15-gallon size with a one-inch diameter at 48 inches above natural grade.
 - (E) *Minimum Planter Size.* Any planting area for a tree must have a minimum interior horizontal dimension of five feet. Additional space may be required for some tree species.
- (8) ***Protection of Vegetation.***
 - (A) *Clearance from Vehicles.* All required landscaped areas shall be designed so that plant materials, at maturity, are protected from vehicle damage by providing a minimum two-foot clearance of low-growing plants where a vehicle overhang is permitted, or by wheel stops set a minimum of two feet from the back of the curb.
 - (B) *Planters.* All required parking lot landscaping shall be within planters bounded by a concrete curb at least six inches wide and six inches high. Curbs separating landscaped areas from parking areas shall be designed to allow stormwater runoff to pass through.
- (9) ***Visibility and Clearance.*** Landscaping in planters at the end of parking aisles shall not obstruct driver's vision of vehicular and pedestrian cross-traffic. Mature trees shall have a foliage clearance maintained at eight feet from the surface of the parking area. Other plant materials located in the interior of a parking lot shall not exceed 30 inches in height.
- (k) ***Landscaping for Parking Structures.***
 - (1) ***Landscaped Buffer for Parking Garages.*** A parking garage that does not incorporate ground-floor nonresidential or residential use or is not otherwise screened or concealed at street frontages on the ground level, must provide a landscaped area at least 10 feet wide between the parking garage and public street.

- (2) ***Parking Garage Rooftop Planting.*** Uncovered parking on the top level of a parking structure shall have rooftop planters with a minimum dimension of 24 inches around the entire perimeter of the top floor.
- (l) **Screening.** Parking areas must be screened from view, to the extent feasible, from public streets and adjacent lots in a more restrictive district, according to the following standards.
 - (1) ***Height.*** Screening of parking lots from adjacent public streets must be three feet in height. Screening of parking lots along interior lot lines that abut residential districts must be six feet in height, except within the required front setback of the applicable zoning district, where screening must be three feet in height.
 - (2) ***Materials.*** Screening may consist of one or any combination of the methods listed below.
 - (A) ***Walls.*** Low-profile walls consisting of brick, stone, stucco, or other quality durable material and including a decorative cap or top finish as well as edge detail at wall ends. Plain concrete blocks are not allowed as a screening wall material unless capped and finished with stucco or other material.
 - (B) ***Fences.*** An open fence of wrought iron or similar material combined with plant materials to form an opaque screen. Use of chain-link or vinyl fencing for screening purposes is prohibited.
 - (C) ***Planting.*** Plant materials consisting of compact evergreen plants that form an opaque screen. Such plant materials must achieve a minimum height of two feet within 18 months after initial installation.
 - (D) ***Berms.*** Berms planted with grass, ground cover, or other low-growing plant materials.
- (m) **Lighting.** Except for those facilities serving four or fewer residential units, all open parking areas must have exterior lighting meeting the following minimums:
 - (1) The lighting system providing not less than one footcandle and not more than five footcandles overall average illumination with a minimum of one-fourth footcandles on the parking surface.
 - (2) All lighting must be turned off during daylight hours and during any hours when the parking area is not in use. This requirement does not apply to security lighting
 - (3) All lighting must be designed to confine direct light to the premises. No light fixture may emit any direct light above a horizontal plane through the fixture. No spillover beyond the lot line is permitted, except onto public thoroughfares.
- (n) **Electric Vehicle Charging Stations.** In parking facilities containing 20 or more spaces serving Multi-Unit Residential uses, at least five percent of parking spaces must also serve as electric vehicle (EV) charging stations. Such spaces may be counted towards the parking requirements herein.

- (1) **Size.** Electric vehicle charging stations must be the same size as other spaces, and electric vehicle charging equipment may not reduce the size of the space.
- (2) **Signage.** Each electrical vehicle charging station must be clearly marked with a sign reading “Electrical Vehicle Charging Station” and the associated California Vehicle Code restrictions, and only a vehicle that is connected for electric charging may park in the stalls or spaces so designated.
- (3) **Equipment.** Electrical vehicle charging stations must be wired for a minimum of 240 volts and 32 amps, designed to allow for future provision of higher amperage conduit, equipped with electrical outlets, and may also be equipped with card readers, controls, connector devices and other equipment, as necessary for public use.

31.6.5 **Off-site Parking Facilities.** A parking facility serving one or more non-residential uses located on a site other than the location of the use(s) may be used to satisfy the use’s on-site parking requirement so long as the parking is available under an enforceable parking agreement and approved by the Director if the standards of this subsection are met.

- (a) **Location.** Any off-site parking facility must be located within 1,000 feet, along a pedestrian route, of the principal entrance containing the use(s) for which the parking is required.
- (b) **Parking Agreement.** A written agreement between the landowner(s) and the owner of the use in a form satisfactory to the City Attorney and recorded against the parking lot property in favor of the use property, which includes:
 - (1) A guarantee among the landowner(s) for access to and use of the parking facility; and
 - (2) Reasonable notice provisions so that replacement spaces can be secured if use of the off-site parking facility is terminated.

31.6.6 **Parking Reductions.** The number of on-site parking spaces required by Table 31-2: Village Zoning District Development Standards may be reduced in accordance with the provisions of this Subsection through the modification to development standards review process.

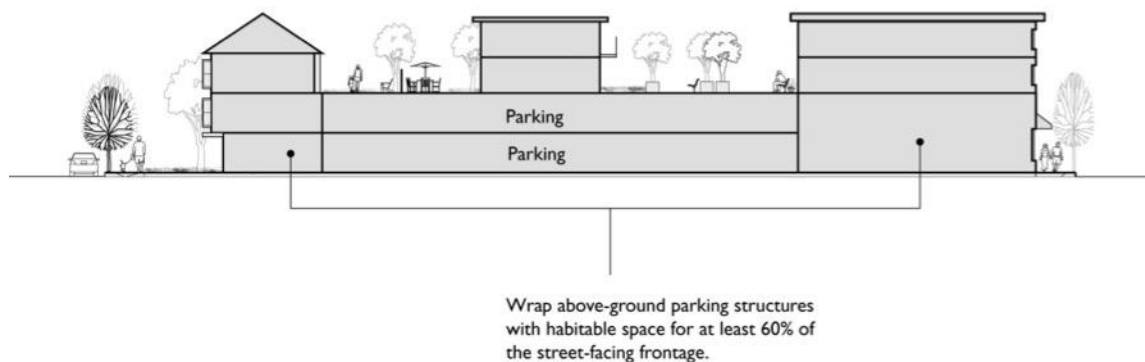
- (a) **Residential Uses.** If a developer can demonstrate that a multi-family residential, group residential, or service-oriented housing project designed for residents with special needs, such as senior citizens or handicapped individuals, will not generate a need for as much parking as a similar size project designed for a general market, the Planning Commission may approve a reduction in the number of required parking spaces. Upon conversion of a senior citizen or other special needs group housing project to a general market apartment or condominium complex, parking must be provided consistent with the requirements of Table 31 2: Village Zoning District Development Standards.
- (b) **Shared Parking.** Where a shared parking facility serving more than one use will be provided, the total number of required parking spaces may be reduced, if the Planning Commission finds that all of the following are true:
 - (1) The peak hours of use will not overlap or coincide to the degree that peak demand for parking spaces from all uses will be greater than the total supply of spaces;

- (2) The adequacy of the quantity and efficiency of parking provided will equal or exceed the level that can be expected if parking for each use were provided separately;
 - (3) A parking demand study prepared by an independent traffic engineering professional approved by the City supports the proposed reduction; and,
 - (4) In the case of a shared parking facility that serves more than one property, a parking agreement has been prepared consistent with the provisions of Subsection 31.6.5, Off-site Parking Facilities.
- (c) **Other Parking Reductions.** Required parking for any use may be reduced if a parking demand study has been submitted that substantiates the basis for granting the reduced number of spaces and that:
- (1) The use will adequately be served by the proposed parking; and,
 - (2) Parking demand generated by the project will not exceed the capacity of or have a detrimental impact on the supply of on-street parking in the surrounding area.

31.6.7 **Parking Structures**

- (a) **Wrapping.** At least 60 percent of the street-facing perimeter of above-ground parking structures should be wrapped with habitable space.

Figure 31-9: Above Ground Parking Structures Wrapped with Habitable Space



- (b) **Reduction through Development Standard Modification.** Modifications to the percent of the perimeter required to be wrapped with habitable space may be allowed through the modification process if the Planning Commission finds that:
- (1) The design quality of the garage is equivalent to habitable space, and
 - (2) The ground level is screened with landscaping.

31.6.8 **Bicycle Parking.** Bicycle parking is required as provided in this subsection.

- (a) **Spaces.** Two short-term (Class 2) bicycle parking spaces are required per site plus the following:
- (1) ***Multi-family Residential Uses.*** 1 additional Class 1 space per 20 units;
 - (2) **Retail and Service Uses.** For buildings over 10,000 square feet gross floor area, 1 additional short-term (Class 2) space and 1 additional long-term (Class 1) space per incremental 10,000 square feet occupied by tenants with more than 2,500 square feet of space; and,
 - (3) ***Office Uses.*** 1 additional short-term (Class 2) space per 20,000 square feet, and 1 additional long-term (Class 1) space per incremental 5,000 square feet.
 - (4) ***Exemptions for Small Sites.*** The Director may grant an exemption from the bicycle parking requirement for sites with less than 10,000 square feet if on-street (Class 2) public bicycle parking is provided on the block face.
- (b) **Long-term (Class 1) Bicycle Parking.** Long-term bicycle parking must be located on the same site as the use it serves, and be in an enclosed bicycle locker, or a fenced, covered, and locked bicycle storage area.
- (c) **Short-term (Class 2) Bicycle Parking.**
- (1) Short-term bicycle parking must be located within 100 feet of the primary building entrance, and be visible from the street or from the main building entrance. Shared bicycle parking facilities are encouraged, when in compliance with these standards.
 - (2) Bicycle parking must be located on private property, unless the Public Works Director approves an encroachment permit for bicycle parking within the public right-of-way. Any bicycle parking in the right-of-way should be located in the curb zone; a minimum of four feet width of clear sidewalk or 10 feet width of public alley must remain unobstructed for pedestrian or vehicle uses.
- (d) **Standards for All Bicycle Parking.**
- (1) ***Class 1 Long-Term Bicycle Parking Spaces.*** Class 1 spaces must be located with direct access for bicycles without requiring use of stairs. The location of such spaces must allow bicycles users to ride to the entrance of the space or the entrance of the lobby leading to the space. The design must provide safe and convenient access to and from bicycle parking facilities. Use of elevators to access Class 1 spaces should be minimized. In residential buildings, Class 1 space may not be provided within dwelling units, on balconies, or in required outdoor living area. Class 1 bicycle parking must be located:
 - (A) On the ground floor within 100 feet of a major entrance to the lobby. There must be either: (i) convenient access to and from the street to the bicycle parking space and another entrance from the bicycle parking space to the lobby area, or (ii) a minimum five foot wide hallway or lobby space that leads to the bicycle parking entrance, where direct access to bicycle parking space from the street does not exist. Such access route may include up to two limited constriction points, such

as doorways, provided that these constrictions are no narrower than three feet wide and extend for no more than one foot of distance.

(B) In a structured parking facility, on the first level of automobile parking either above or below grade, near elevators or other pedestrian entrances to the facility.

(2) ***Class 2 Short-Term Bicycle Parking Spaces.*** Class 2 paces must be located, as feasible, near all main pedestrian entries to the use to which they are accessory. Class 2 bicycle parking may be on a sidewalk or in place of an on-street auto parking space, within 100 feet of a main entry to the building. If existing Class 2 bicycle parking in the required quantities already exists in a public right-of-way immediately fronting a project site, and the spaces are not satisfying bicycle parking requirements for another use, that parking may be used to meet the Class 2 requirement.

(3) ***Design and Installation.***

(A) A bicycle parking space must be in a paved, level, drained, lighted area with access to a right-of-way without the use of stairs, and consist of either:

(i) One side of a securely fixed rack element that supports the bicycle upright by its frame, prevents the bicycle from tipping over, and allows the frame and at least one wheel to be locked to the rack element with one lock; or

(ii) For Class 1 long-term parking only, a bicycle locker constructed of theft-resistant material with a lockable door that opens to the full width and height of the locker. Bicycle lockers must be weather-proof if exposed to the elements; or

(iii) For Class 1 long-term bicycle parking only, wall-mounted racks or wall- or ceiling-mounted hooks so that bicycles may be hung vertically.

(B) Each bicycle parking space shall be no less than 15 inches wide, by six feet deep, with an overhead clearance of no less than seven feet. This can be satisfied by placing racks, each of which supports two bicycles, 30 inches apart.

(C) Each row of bicycle parking spaces shall be served by an aisle no less than four feet wide. Rack elements must be placed two feet from walls, fences or curbs.

(D) Required bicycle parking may not be tandem; parking or removing a bicycle shall not require moving another parked bicycle.

(E) Bicycle rack elements shall be fixed, securely anchored to the ground or to a structure by means that resist tampering or removal. Bicycle locker edges shall be secured with no exposed fittings or connectors. The Director may specify preferred installation methods, such as, but not limited to, embedded mounting in poured-in-place concrete, recessed bolt heads or grouted-in anchoring.

(4) **Location.**

- (A) Direct access from the bicycle parking to the public right-of-way must be provided by means of access ramps, if necessary, and pedestrian access from the bicycle parking area to the building entrance shall also be provided.
 - (B) Where bicycle parking is not directly visible and obvious from the right-of-way, signs must be provided, except that directions to long-term bicycle parking may be posted or distributed by the building management, as appropriate.
 - (C) Bicycle parking must be separated from automobile parking by a sufficient distance to prevent damage from moving automobiles or their loading and unloading.
 - (D) Bicycle parking may be provided inside a building provided it is easily accessible from a building entrance and a bicyclist does not have to use stairs to reach it.
 - (E) The placement of bicycle parking, bicycle rack elements and bicycle lockers shall not interfere with pedestrian circulation.
- (e) **Removal of Abandoned Bicycles.** Property owners must remove abandoned bicycles from short-term and long-term parking associated with their property on a quarterly basis after posting a notice of removal warning on such bicycles for one month. This requirement does not preclude provision of seasonal bicycle storage.

31.6.9 **Loading Spaces**

- (a) **Number of Spaces Required.** The off-street loading requirements within Village zones are specified in Table 31-6.

TABLE 31-6: LOADING REQUIREMENTS		
<i>Use Type</i>	<i>Number of Spaces</i>	<i>Size (See (B) below)</i>
Residential Use Types		
Multi-Unit		
Less than 50 units	none	
50 to 149 units	1	small
150 units, or more	2	small
Commercial and Institutional Use Types		
Offices – All		
Less than 25,000 gross square feet	none	
25,000 to less than 100,000 gross square feet	1	medium
100,000 or more	2	medium
All Other		
Less than 10,000 gross square feet	none	
10,000 to less than 20,000 gross square feet	1	medium
20,000 to less than 40,000 gross square feet	2	medium

TABLE 31-6: LOADING REQUIREMENTS		
<i>Use Type</i>	<i>Number of Spaces</i>	<i>Size (See (B) below)</i>
40,000 to less than 80,000 gross square feet	2	large
Each additional 40,000 gross square feet or fraction of one-half or more thereof	1	large

(b) **Size of Spaces.** The size of each type of loading space is as follows:

- (1) **Small.** Small loading spaces must have a width of no less than 10 feet, a length of no less than 25 feet, and a vertical clearance of no less than eight feet
- (2) **Medium.** Medium loading spaces must have a width of no less than 12 feet, a length of no less than 35 feet, and a vertical clearance of no less than 14 feet.
- (3) **Large.** Large loading spaces must have a width of no less than 12 feet, a length of no less than 50 feet, and a vertical clearance of no less than 14 feet.

(c) **Modifications.** In approving a project, the Director or the Planning Commission, as the case may be, may modify the number and size of loading spaces required because of the nature of the use or the design of the project.

(d) **Maneuvering Areas.** All off-street loading spaces must be designed and located so that there is sufficient off-street maneuvering area to accommodate vehicles using the loading spaces. Maneuvering areas must be designed to accommodate the largest vehicle intended to use the loading spaces and may not be encumbered by parking stalls or physical obstructions.

(e) **Surface and Maintenance.** Loading spaces and the maneuvering areas and driveways serving them must be paved and maintained with concrete, asphalt, or similar material of sufficient thickness and consistency to support anticipated traffic volumes and weights; properly graded for drainage; and maintained in good condition free of weeds, dust, trash, and debris.

(f) **Location.** Loading spaces must be located on the same lot on which the use for which they are required is located, except that, upon the granting of a conditional use permit, loading spaces may be provided in a common loading area serving multiple adjacent uses and located on an adjacent lot within 300 feet of the lot on which the use requiring the loading spaces is located. To grant such a conditional use permit, the Planning Commission must make the following findings in addition to the findings otherwise required:

- (1) That the common loading area results in a more efficient design than individual loading areas serving each use separately;
- (2) That the total number of loading spaces provided in the common loading area is no less than the number of loading spaces that would be required if the uses served were located in a single facility; and

- (3) That the common loading area will be in place at all times during operation of the principal uses to be served by the loading spaces.
- (g) **Access to Tenant Spaces Served by Loading Spaces.** Buildings served by loading spaces must be designed such that there is a direct interior path of travel between the loading spaces and each tenant space served by the loading spaces of sufficient width and height to accommodate all material to be loaded and unloaded.
- (h) **Availability and Utilization of Loading Spaces.** All loading spaces must be made readily available to pick-up and delivery vehicles during all hours when pick-ups and deliveries are allowed. Owners of property containing such loading spaces must be responsible for advising drivers of pick-up and delivery vehicles of the location and hours of such loading spaces, require drivers to use such loading spaces, and not allow pick-up and delivery vehicles to be loaded in the public right-of-way.
- (i) **Landscaping and Screening.** All loading spaces and the maneuvering areas and driveways serving them must be landscaped and screened as required by this section.
- (j) **Lighting.** All exterior loading spaces and the maneuvering areas and driveways serving them must be provided with lighting meeting the minimums established for parking areas.

31.6.10 **Alternative Compliance with Parking Requirements**

- (a) **Alternative Parking and Loading Plan.** Where an applicant can demonstrate to the satisfaction of the Planning Commission that variations in the standards or dimensions otherwise required by this section are warranted for uses with unique needs, an alternative parking area design and loading plan may be allowed with approval of a conditional use permit. To grant such a conditional use permit, the Planning Commission must make the following findings in addition to the findings otherwise required:
 - (1) That the applicant has convincingly demonstrated that the alternative plan is a superior solution and the requested modifications in the design standards are warranted; and
 - (2) That the alternative parking arrangement will be in place at all times during operation of the principal uses to be served by the parking.
- (b) **Access and Parking In-Lieu Fees.** As an alternative to providing off-street parking on-site, or off-site as allowed by subsection 31.6.5 above, project applicants may propose to pay a fee in-lieu to fund public access and parking improvements for all or a portion of the required parking. This optional Access and Parking In-Lieu Fee is intended to enable the City to (1) acquire sites for and develop off-street public parking, or to lease unused, or underutilized private parking for public use to accommodate auto access and vehicle storage demand that cannot be addressed either on site, or on-street in the vicinity of the project, or (2) to fund transportation demand management programs and services, and/or public transportation, bicycle, and/or pedestrian facilities and services, as necessary to accommodate an equivalent number of person trips to the site.

The fee shall be established by the City Council and administered by the Community Development Director on a per vehicle trip basis, such that the developer of a

nonresidential project contributes toward the provision of parking or non-auto facilities and services accommodating the same number of person trips to the site as would have been accommodated by the provision of the minimum number of off-street parking spaces required by Table 31-4, as adjusted by other provisions of this section.

The Director shall determine the vehicle trip generation rate for each land use or site seeking to use the Access and Parking In-Lieu Fee option with reference to the vehicle trip generation rates published in the latest edition of the Institute for Transportation Engineers' (ITE) Trip Generation Manual, with adjustments for mixing of uses, density of population and employment, and proximity to frequent transit service.

- (c) **Administration of In-Lieu Fee.** An Access and Parking in-lieu fee shall be provided for nonresidential uses only as follows:
- (1) *Parking In-Lieu Fee Amount.* The amount of the parking in-lieu fee shall be as set forth in the City's Master Fee Schedule, and, for projects that would otherwise have to provide 20 or more spaces, the Director shall have the right to determine whether to accept payment of the fee for all or only a portion of the required parking.
 - (2) *Deposit of Funds.* Parking in-lieu fees shall be deposited with the City before issuance of a building permit in a separate fund to be known as the Access and Parking In-Lieu Fee Fund and shall be used only as described in this section.
 - (3) *Refund of Fee.* A parking in-lieu fee may be refunded, without interest, to the person who made such payment, or his or her assignee or designee, if additional off-street parking spaces are provided for such building or use by others than the City, so as to satisfy the parking requirement for which the in-lieu payment was made. To obtain a refund, the required off-street parking spaces must be in place prior to issuance of a Certificate of Occupancy and before funds are spent or committed by the City.

31.7 TRANSPORTATION DEMAND MANAGEMENT

31.7.1 **Purpose.** The specific purposes of the Transportation Demand Management (TDM) Program requirements for the Village are to promote maximum efficiency in the existing transportation system and to further the transportation goals and implement the policies of the Belmont Village Specific Plan, the Belmont General Plan, and the San Francisco Bay Area Clean Air Plan, including reducing total vehicle miles traveled (VMT), while enhancing access and expanding mobility by:

- (a) Promoting and encouraging the use of transit, ridesharing, bicycling, walking, flexible work hours and telecommuting as alternatives to solo driving;
- (b) Promoting the more efficient utilization of existing transportation facilities and ensuring that new developments are designed in ways to maximize the potential for people and goods to arrive/depart by walking, cycling, riding public transportation, or traveling in a high occupancy vehicle; and
- (c) Establishing an ongoing monitoring and enforcement program to ensure that the City's desired alternative mode use percentages are achieved.

31.7.2 **Applicability.** The requirements of this section apply to:

- (a) New multi-unit development of ten units or more;
- (b) New nonresidential development of 10,000 square feet or more; and
- (c) Establishment of a new use, change of use, or change in operational characteristics in a building that is 10,000 square feet or more in size that results in an average daily trip increase of more than 10 percent of the current use, based on the most recent Institute of Traffic Engineers (ITE) trip generation rates.

31.7.3 **Performance Requirements**

- (a) **VTM Reduction.** All projects subject to the requirements of this section must incorporate measures to reduce to the extent feasible single-occupant vehicle trip generation rates 15 percent below the standard rates as established in the most recent edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual by promoting walking, cycling, public transit, and ridesharing/vanpooling, and/or discouraging single-occupant vehicle travel, ensure that the average Vehicle Miles Traveled (VMT) by residents or workers in the development, or students or workers in schools, is less than the average citywide VMT. This performance target is consistent with the Belmont Village Specific Plan, the Belmont General Plan, and the version of Plan Bay Area effective in 2016.
- (b) **GreenTRIP Certification.** Residential developments may meet this performance requirement by obtaining before issuance of a certificate of occupancy GreenTRIP Certification from TransForm, or other equivalent certification as determined by the Director aimed at reducing parking and vehicle miles traveled.

31.7.4 **Vehicle Trip Reduction Measures.** All projects subject to the requirements of this section that do not have GreenTRIP Certification or a City accepted equivalent must implement any combination of the following measures to achieve the required VMT reduction and promote use of non-auto and shared mobility options. The Director may establish limits on the use of any single measure to meet a portion of the overall performance requirement for a project. Approvals or modifications by the Director related to VMT measures in Section 31.7 shall be with the concurrence of the Public Works Director.

- (a) **Passenger Loading Zones.** Passenger loading zones for carpool and vanpool drop-off located near the main building entrance.
- (b) **Direct Route to Transit.** A well-lighted path or sidewalk utilizing the most direct route to the nearest transit or shuttle stop from the building.
- (c) **Pedestrian Connections.** Safe, convenient pedestrian connections provided from the project to surrounding public streets and, if applicable, trails.
- (d) **Bicycle Connections.** If a site is abutting a bicycle path, lane or route, provision of a bicycle connection close to an entrance to the building on the site.
- (e) **Long-Term Bicycle Parking.** Covered and secure long-term bicycle parking located within the required walking distance. Long-term bicycle parking must be in at least one of the following facilities:

- (1) An enclosed bicycle locker;
 - (2) A fenced, covered, locked or guarded bicycle storage area; or
 - (3) A rack or stand inside a building that is within view of an attendant or security guard or visible from employee work areas.
- (f) **Short-Term Bicycle Parking.** Secure short-term bicycle parking located within the required walking distance.
 - (g) **Free Preferential Carpool and Vanpool Parking.** Ten percent of vehicle spaces reserved for carpools or vanpools, with a minimum of one space required. The preferential parking spaces must be provided free of charge.
 - (h) **Showers/Clothes Lockers.** Shower and clothes locker facilities free of charge.
 - (i) **Transportation Management Association (TMA).** Participation in or requirement for tenant to participate in a Village or citywide TMA or a similar organization approved by the Community Development Director that provides ongoing administration of and support for non-auto and shared mobility commute incentives, facilities, and services.
 - (j) **Paid Parking at Prevalent Market Rates.** Parking provided at a cost equal to the prevalent market rate, as determined by the City based on a survey of paid parking in the City and adjacent communities.
 - (k) **Alternative Commute Subsidies/Parking Cash Out.** Provide employees with a subsidy, determined by the applicant and subject to review by the Community Development Director, if they use transit or commute by other alternative modes.
 - (l) **Carpool and Vanpool Ride-Matching Services.** Matching of potential carpools and vanpools by administering a carpool/vanpool matching program, or participating actively in such a program administered by a local or citywide TMA, the City, or other public agency.
 - (m) **Guaranteed Ride Home.** Guaranteed rides home in emergency situations for carpool, vanpool and transit riders. Rides shall be provided either by a transportation service provider (taxi, rental car, or services provided by transportation network/ride sharing companies) or an informal policy using company vehicles with designated employee drivers.
 - (n) **Shuttle Program.** Provision of a shuttle program or participation in an existing shuttle program approved by the City and subject to any fees for the existing program.
 - (o) **Information Boards/Kiosks.** Display of the following information in a prominent location, maintained by a designated TDM contact: transit routes and schedules; carpooling and vanpooling information; bicycle lanes, routes and paths and facility information; and alternative commute subsidy information.
 - (p) **Promotional Programs.** Promotion and organization of events for the following programs: new tenant and employee orientation packets on transportation alternatives; flyers, posters, brochures, and emails on commute alternatives; Spare the Air (June

through October); Rideshare Week (October); and trip planning assistance routes and maps.

- (q) **Flextime.** Provide or require tenants to provide employees with staggered work hours involving a shift in the set work hours of all employees at the workplace or flexible work hours involving individually determined work hours, such that a substantial share of employees regularly arrive at and depart from the worksite before or after the a.m. and p.m. peak periods for vehicle travel.
- (r) **Other Measures.** Additional measures not listed in this section, such as child care facilities or an in-lieu TDM fee established by the City Council to provide funding for multi-modal access facilities and services, or transportation and parking demand management programs.

31.7.5 **Submittal Requirements.** All projects subject to the requirements of this section must submit a transportation demand management plan in conjunction with the development application. These plans must demonstrate that, upon implementation, they will achieve the performance requirement and shall include the following.

- (a) **Checklist.** A completed checklist of the trip reduction measures chosen by the applicant under Section 31.7.4 (Vehicle Trip Reduction Measures).
- (b) **Trip Generation.** Estimated daily trip generation for the proposed use based on the ITE trip generation rates and the reductions anticipated with implementation of the measures proposed. The Community Development Director with the concurrence of the Public Works Director, a citywide TMA, or a consulting traffic engineer retained by the City at applicants' expense shall maintain guidelines and checklists for evaluation of trip reduction potential of proposed measures and make these available to applicants.
- (c) **Implementation Plan.** A description of how the performance requirements will be achieved and maintained over the life of the project.
- (d) **Project-Designated TDM Contact.** Designation of an employee or resident as the official contact for the transportation demand management program. The City shall be provided with a current name and phone number of the project-designated TDM contact who administers carpool and vanpool ride-matching services and promotional programs, updates information on the information boards/kiosks, and is the official contact for the administration of the programs.
- (e) **Site Plan.** A site plan that designates transportation demand management design elements including, as applicable, the location and layout/design of:
 - (1) **External facilities:** preferential parking areas, paid parking areas, shared parking areas, bicycle parking, passenger loading areas, direct route to transit, and pedestrian connections.
 - (2) **Internal facilities:** showers/lockers, information boards/kiosks, and on-site transit pass sales.

31.7.6 **Required Findings.** Before approval of a project subject to the requirements of this section, the Community Development Director or the Planning Commission, whichever has approval authority, shall make both of the following findings:

- (a) The proposed trip reduction measures are feasible and appropriate for the project, considering the proposed use or mix of uses and the project's location, size, and hours of operation; and
- (b) The proposed vehicle trip reductions will ensure that the performance targets of this section will be achieved and maintained.

31.7.7 **Modifications and Changed Plans**

- (a) **Minor Modifications.** The Community Development Director may approve minor modifications to an approved transportation demand management plan that are consistent with the original findings and conditions approved by the review authority and would result in the same target minimum alternative mode use.
- (b) **Changed Plans.** A proposed change in an approved project subject to the requirements of this section that would result in a 10 percent increase in the number of average daily vehicle trips must be accompanied by a statement of what modifications or additions to the approved transportation demand management plan will be made to ensure the same target alternative mode use. The Director may conditionally approve such a change, subject to annual monitoring to confirm that the TDM program's objectives are being met.

31.7.8 **Monitoring and Reporting.** A report documenting the TDM activities undertaken and their results or an affidavit confirming that the requirements of this section have been met must be submitted to the Community Development Director or Village or citywide TMA by the designated TDM contact. If the TDM measures consist of solely measures that would be performed once, this report must be submitted at the completion of the implementation of those measures. For measures that are ongoing commitments, this report must be submitted annually. If the annual report shows compliance for three consecutive years, no further annual reports are required. A five-year review may be required by the Director or the Village or citywide TMA to evaluate the overall effectiveness of all of the TDM activities and may suggest new or modified activities or substitute activities to meet the program's objectives, per the Director's or TMA's review and approval. The Director may impose reasonable changes, consistent with the scope of the original project approval, that must be implemented to assure the TDM program's objectives will be met.